

# Job Descriptions

**DRAFT ONLY**

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# **Section 1: ADMINISTRATIVE PERSONNEL**

# Superintendent

**JOB TITLE:** SUPERINTENDENT

**REPORTS TO:** Board of Trustees

**QUALIFICATIONS:**

1. Idaho administrative certificate endorsed for superintendent.
2. Previous successful Superintendent experience preferred.
3. Excellent public relations skills.
4. Excellent organizational skills.
5. Demonstrated leadership ability in working with students, staff, parents, and the public.
6. Ability to work under pressure and deadlines.
7. Maintains confidentiality.
8. Strong background in curriculum, supervision, human relations skills, team building, and technology.
9. Demonstrated ability in business practices, budgeting, school law, and research-based educational programs.
10. Strong personality and a capacity for maintaining the respect of the community and educational leaders in Idaho.
11. Maintain a positive attitude.

**JOB GOAL:** To provide leadership and direction to every member of the administrative, instructional, and support services staff to provide a quality education for all students.

**SPECIFIC RESPONSIBILITIES:**

1. Serves as chief administrator of the district and chief administrative officer representing the board of trustees.
2. Enforces all statutes pertaining to the schools.
3. Advises the board on school law.
4. Responsible for reports required by the federal government, state department of education, and the board of trustees.
5. Recommends to the board the appointment, promotion, assignment, transfer, demotion, or discharge of all school employees.
6. Acts as a liaison between the board and the school employees and transmits communications between the two.
7. Enforces the policies, rules, regulations, and decisions of the board and is responsible for their dissemination to school employees and the general public.
8. Advises the board on the need for new and/or revised policies and makes administrative rules and regulations deemed necessary to execute Board policies.
9. Responsible for all federal programs.
10. Responsible for district-wide planning for administration, curriculum, buildings, and the general program of instruction.

11. Oversees the financial planning of the district (to include budget preparation) and implementation of the board- approved budget.
12. Responsible for the evaluation of all certified and non-certified employees.
13. Establishes and maintains a program of positive public relations to keep the public well informed of the activities and needs of the district.
14. Responsible for the annual calendar for adoption by the board.
15. Responsible for preparing and submitting to the board recommendations relative to all matters requiring board action, placing before the board such necessary facts, information, and reports, as needed, to ensure the making of the best possible decisions.
16. Informs and advises the board about the programs, practices, and problems of the schools and keeps the board informed of the activities operating under the board's authority.
17. Secures and nominates for employment the best qualified and most competent personnel.
18. Represents the district as an active member of the negotiating team.
19. Responsible for recommending to the board, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
20. Responsible for ensuring the maintenance of adequate records for the schools: financial records, business and property records, personnel records, and scholastic records.
21. Makes recommendations to the board concerning the transportation of pupils in accordance with law and safety requirements.
22. Provides recommendations for regulations to govern the use and care of school properties.
23. Responsible for buildings, grounds, inventory, food service, transportation, insurance, and driver education, and responsible for the supervision of supervisors in these areas.
24. Represents the district at local, state, and national professional meetings.
25. Adheres to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.
26. Pursues continuous professional growth, including membership in professional organizations, reading professional journals, and seeking additional education.
27. Interprets and clarifies the purpose and needs of the school system to the board, staff, students, and the general public.
28. Keeps immediate supervisors informed of activities and problems.
29. Perform other duties as may be assigned.

**EVALUATION:** Performance of this position will be evaluated annually by the board of trustees in conformance with district policy and Idaho Code 33-513.

# ELEMENTARY & SECONDARY PRINCIPAL

**JOB TITLE:** ELEMENTARY & SECONDARY PRINCIPAL

**REPORTS TO:** Superintendent

**SUPERVISES:** All certificated and classified staff in the schools to which the employee is assigned

**QUALIFICATIONS:**

1. Appropriate certification for position, either Idaho Elementary Principal Certificate or Idaho Secondary Principal Certificate
2. Masters degree
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

**JOB GOAL:**

To use leadership, supervisory and administrative skills so as to promote the educational development of each student.

**SPECIFIC RESPONSIBILITIES:**

1. Establishes and maintains an effective learning climate in the school.
2. Programs classes within established guides to meet student needs.
3. Supervises the guidance program to enhance individual student education and development.
4. Develops and implements student handbooks and procedures for proper student conduct and maintains student discipline.
5. Supervises the school's teaching process.
6. Plans, organizes and directs implementation of all school activities.
7. Initiates, designs and implements programs to meet specific needs of the school.
8. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicits support for overall school objectives and programs; interprets board policies and administrative directives and discusses and resolves individual student problems.
9. Orients newly assigned staff members and assists in their development as appropriate.
10. Evaluates and counsels all staff members regarding their individual and group performance.
11. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
12. Participates in administrative team meetings and such other meetings as are required and appropriate.
13. Prepares and submits the school's budgetary requests and monitors expenditures of funds.
14. Attends special events held to recognize student achievement and attends school-sponsored activities, functions and athletic events.
15. Maintains and controls the various local funds generated by student activities.
16. Cooperates with college and university officials regarding teacher training and preparation.
17. Works with various members of the central administrative staff on school problems of more than in-school importance, such as transportation, special services and the like.

18. Conducts staff meetings to keep members informed of policy changes, new programs and the like.
19. Keeps the superintendent informed of the school's activities and problems.
20. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
21. Assumes responsibility for the implementation and observance of all board policies and regulations by the school's staff and students.
22. Assists in the development, revisions and evaluation of the curriculum.
23. Supervises all professional, paraprofessional, administrative and classified personnel attached to the school.
24. Responsible for recruiting, screening, training and evaluating the school's staff. Recommends finalists for hiring and assigning to the superintendent and the board of trustees.
25. Assumes responsibility for the safety and administration of the school plant.
26. Keeps his/her supervisor informed of events and activities of an unusual nature, as well as, routine matters related to the supervisor's accountability.
27. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
28. Performs other duties as may be assigned by the superintendent.

**TERMS OF EMPLOYMENT:**

Contract salary and length of contract annually negotiated with Teton School District No. 401 Board of Trustees.

**Equal Opportunity Statement:**

Teton School District No.401 is an equal opportunity employer and does not discriminate on the basis of age, race exceptionality, color, national origin, religion, political affiliation or sex. Applicants who feel they have not been dealt with equitably may appeal through the District No. 401 Grievance Policy (available at the district office) or through the U.S. Civil Rights Office in Seattle, Washington.

# ASSISTANT PRINCIPAL, HIGH SCHOOL

**JOB TITLE:** ASSISTANT PRINCIPAL, HIGH SCHOOL

**REPORTS TO:** Principal

**JOB GOALS:**

1. The Assistant Principal is an educational leader of the school and will assist in ensuring that the High School academic and co-curricular programs are implemented in order to maximize teacher instruction and student learning experiences.
2. Shares in the responsibility of the orderly operation of the school.

**QUALIFICATIONS:**

1. Master's Degree
2. Appropriate certification for administration
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the principal in the overall administration of the school.
2. Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, which include curriculum development, program and activity development, and progression toward implementing the state competency standards.
3. Assists in the process of identifying student needs in the general student population as well as student needs, inclusive of the special education population and the gifted and talented program. Collaborates with parents, teachers and administrators in providing this process.
4. Supervises conduct within the school and oversees all discipline procedures, keeping records of any disciplinary action. Performs follow-up communication to students' parents, teachers, and principal as needed.
5. Assists in the preparation of teacher and student handbooks.
6. Administers school rules regarding attendance.
- 7 Assists in the supervision of co-curricular activities.
8. Assists with the observation and evaluation of certified and classified personnel.
9. Works collaboratively with the Professional Development Committee to ascertain high school in service needs, and assists with the planning and organization of appropriate classes to meet those needs.
10. Utilizes technology in effective ways for data collection and interpretation in the areas of academics, attendance and discipline, assists the process in providing teachers with the appropriate integration of technology in the classroom.
11. Provides input in district-wide strategic planning, participating in the process as well as the implementation.
12. Assists the principal and the counseling office in preparing the master schedule, utilizing data to meet the curricular needs of the students.
13. Assists the Student Council Advisor in coordinating student activities.
14. Assists in overseeing Teton High School Activities not listed by the Idaho High School Activities Association (IHSAA)

# CURRICULUM/PROFESSIONAL DEVELOPMENT COORDINATOR

**JOB TITLE:** CURRICULUM/PROFESSIONAL DEVELOPMENT COORDINATOR

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. Idaho Elementary Principal Certificate OR Idaho Secondary Principal Certificate, and
2. Masters Degree, and
3. Minimum of three (3) years teaching experience in grades K-12, or
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide leadership to establish and maintain quality coordinated educational programs for kindergarten through grade twelve.
2. Administer the development, implementation and evaluation/review of all areas of the curriculum.
3. Coordinate testing/assessment programs.
4. Monitor the professional literature pertaining to curriculum and to professional development.
5. Communicate and interpret the present curriculum and proposed changes.
6. Prepare and administer textbook and other curriculum materials budgets.
7. Assist persons or groups at their request in matters of curriculum and instruction.
8. Coordinate district professional development activities and professional resources library.
9. Support district efforts to assure compliance with the state's elementary and secondary approval process.
10. Upon request and approval of building principal, observe and supervise the school district teaching/learning process.
11. Coordinate use of district media resources that support curriculum.
12. Participate in administrative team meetings and other such meetings as required or appropriate.
13. Keep superintendent informed of progress toward objective to strengthen and improve the planning, organization and management of all the curricular aspects of the district instructional program.
14. Keep superintendent informed of progress toward improvement of instruction and student learning through quality, focused professional development activities.
15. Perform other such duties as may be assigned by the superintendent or his/her designee.

**EVALUATION:**

Performance will be evaluated annually in accordance with Board Policy.

## Director of Special Services-Federal Programs Coordinator

**JOB TITLE:** DIRECTOR OF SPECIAL SERVICES

**REPORTS TO :** Superintendent

**QUALIFICATIONS:**

1. Minimum Certification: Master's Degree
2. Meet Idaho State certification requirements for endorsement of Director of Special Education

**JOB GOAL:**

To arrange for the provision of support services to students in the district and to provide educational programs for exceptional students within the guidelines set forth by the State of Idaho Special Education Section.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinate and supervise all special education and related services programs in the district.
2. Establish overall program priorities including personnel, services, and service delivery system.
3. Prepare all program reports as required by the State Department of Education and the Superintendent of Schools.
4. Assist in the development and operation of an appropriate special education budget based on receipts as provided by various federal, state, and local funding sources.
5. Assist in recruitment, selection, and placement of special education personnel.
6. Evaluate the professional performance of all itinerant personnel and share the responsibility with principals the evaluating of special education teachers. Make recommendations for continued employment, promotion, etc., for all personnel serving in special education.
7. Coordinate and supervise procedures for placement, transfer, and termination of students in special education programs.
8. Authorize purchases of equipment and material needed in special education programs.
9. Evaluate existing programs and curricular approaches in terms of effectiveness.
10. Develop uniform procedures for student referral, comprehensive evaluation, placement, change of placement, and annual review of student performance.
11. Arrange Inservice training programs for special education personnel.
12. Supervise all special education personnel and schedule and assign psychologists, communication disorders specialists, gifted/talented facilitators, social workers, and other ancillary personnel assigned to special services.
13. Interpret the philosophy and practices of special education to administrators, district staff and the public at large.
14. Set long-term goals for improving special education services.

**EVALUATION**

Performance will be evaluated annually in accordance with board policy.

**TERMS OF EMPLOYMENT**

Two hundred twenty (201) days per year with State approval. Salary and work year to be established by the Superintendent and Board of Trustees.

# MAINTENANCE SUPERVISOR

**JOB TITLE:** MAINTENANCE SUPERVISOR

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. Have working knowledge of building maintenance, including electrical, mechanical, plumbing, etc.
2. Have the ability to supervise personnel.
3. Have the ability to provide cost estimates for necessary upkeep.
4. Have a working knowledge of budget procedures.

**SUPERVISES:** Custodian during vacations and summers

**JOB GOAL:**

To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. Examines school buildings on a regular basis for necessary repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimates cost of repair projects in terms of labor, material and overhead.
4. Arranges for and/or supervises crews of craftspeople for maintenance work such as electrical, roofing, plumbing, fencing, asphalt, concrete and ceilings, and other work too extensive to personally complete.
5. Lays out and inspects work.
6. Assists in the formulation of the maintenance and janitorial budget; authorizes all expenditures from these budget categories throughout the year.
7. Selects the custodial supplies and equipment to be used and maintains an appropriate inventory of them.
8. Orders materials as needed and makes recommendations of supplies and equipment for purchase.
9. Checks invoices and prepares purchase orders monthly so bills will be paid on time.
10. Establishes and administers schedules and procedures for the regular ongoing maintenance of schools and office facilities.
11. Establishes and supervises summer maintenance and cleaning projects.
12. Inspects each building regularly and confers with principals regarding building and grounds needs.
13. Inspects and maintains fire alarm systems and fire extinguishers on a regular basis.
14. Checks and signs time sheets for custodians and turns them in to the district office on the appropriate dates during the summer months.
15. Assists in interviewing, screening and recommending for hire, promotion or termination of custodians.
16. Works with the building principals in establishing guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
17. Performs other such duties as may be assigned.

# TRANSPORTATION SUPERVISOR

**JOB TITLE:** TRANSPORTATION SUPERVISOR

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. Is in good physical condition
2. Has the ability to repair and maintain gas or diesel vehicles
3. Has the ability to manage personnel problems and coordinate bus routes
4. Has the ability to drive a bus
5. Has knowledge of bookkeeping

**SUPERVISES:** Mechanics & Bus Drivers

**JOB GOAL:**

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the district's schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops and administers a transportation program to meet all requirements of the daily instructional program and extra-curricular activities.
2. Prepares bus routes for all schools in the district.
3. Prepares and updates bus schedules for all schools in the district.
4. Trains and supervises all transportation personnel and makes recommendations on their employment, transfer promotion and release.
5. Arranges for substitute drivers when necessary.
6. Prepares transportation budget.
7. Authorizes purchases in accordance with budgetary limitations and district rules.
8. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
9. Cooperates with school principals and others responsible for planning special school trips.
10. Takes an active role in solving discipline problems occurring on school buses.
11. Develops recommendations for future equipment and personnel needs.
12. Conforms with all state laws and regulations regarding school transportation.
13. Submits all reports required by state authorities.
14. Advises superintendent of road hazards for decision on school closures during inclement weather.
15. Maintains all district-owned equipment and develops plans for preventive maintenance.
16. Performs other such duties as may be assigned.

# Food Service Director

**JOB TITLE:** FOOD SERVICE DIRECTOR

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. Certification as Food Service Supervisor Level II or equivalent.
2. Practical experience in menu planning, food purchasing and bookkeeping accounting procedures.

**SUPERVISES:** All food service employees at each school

**JOB GOAL:**

To plan, including program planning, resource allocation, design food service facilities, supervise the food service system, consult and advise school district officials and actively participate in a program of nutrition information for students.

**PERFORMANCE RESPONSIBILITIES:**

1. Implements a program for continuous professional growth and self-development.
2. Implements and evaluates sanitation standards and system for control of micro biological infection among personnel and for quality food preparation food service and facility maintenance.
3. Create and maintain a HACCP (Hazard Analysis & Critical Control Points) plan as required by state and federal law.
4. Implements and evaluates safety standard and a system for upholding such standards in facility design and in the purchase, use, and maintenance of equipment.
5. Prepares and implements a system for food production, integrating available human and facilitating resources.
6. Plans and evaluates a system for the assembly of serving food.
7. Plans and evaluates a system for the distribution of food, non-food items, and supplies.
8. Establishes a system of food sales and merchandising.
9. Implements a program providing food service for special school-related and community activities and occasions.
10. Establishes a system food the procurement of all food and non-food materials by bidding with the northern Idaho Co-op.
11. Establishes a system for the receiving storing, and allocating of food and non-food materials.
12. Receives all food and non-food items.
13. Assist in the development of and implements a system of budgeting and financial control.
14. Establishes the organizational framework necessary for achieving program goals and objectives.
15. Assumes responsibility for hiring personnel orientation, staff development and evaluation.
16. Require ongoing training of staff. Utilizing the Idaho Food Service Associations trainings and meetings held state/nation wide.
17. Administers, and directs, the total food service/school nutrition programs of a school district
18. Chair the districts Wellness programs.
19. Provides leadership to individual School food Service Operation, Evaluates and trains staff.
20. Evaluates and determines the effectiveness of individual school food service units of a school District service.

21. Establishes effective working relationships as a member of the administrative team among all departments within the school district.
22. Promotes and maintains an effective communications and public relation program.
23. Creates, nutritious, palatable menus for students. Analyzing each food item following the RDA guidelines, for four separate menus k-6 breakfast & lunch, 6-12 breakfast and lunch.
24. Promote healthy choices for students, more whole grain fresh fruits & vegetables less sugars no sugar drinks.
25. Establishes and maintains a program to ensure adequate nutrition for all consumers, including special feeding programs.
26. Provides leadership in the development and implementation of nutrition education programs.
27. Directs program activities in compliance with federal/ State /local governmental regulations.
28. Initiates food service management research innovative programs, and technological advances.
29. Interviews and employs all food service employees with input from building Principals.
30. Maintains inventory supplies and equipment for each school. Receiving and distribution.
31. Plans Disposition of government commodities as part of the ongoing food service program.
32. Write available grants to improve program that assist in child development.
33. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health, safety and food quality are maintained, and observing possible improvements in operations.
34. Evaluate each kitchen to ensure that nutritional guidelines are met. Recipes are followed, production records are maintained. Temperatures are recorded as meals are cooked and served.
35. Acquire all grocery orders from kitchen managers check orders and compile for ordering of food and supplies for each site biweekly.
36. Check all orders coming in for delivery of items ordered.
37. Plans disposition of government commodities as part of the ongoing food service program.
38. Checks all bills and purchase orders for accuracy before payment is made.
39. Compiles information for all government reimbursements.
40. Checks all government reimbursements with schools.
41. Maintain an inventory of food supplies and equipment.
42. Standardizes all accounting procedures as required Federal and State agencies.
43. Check all end of month paper work monthly, with bank and school accounting system for errors.
44. Compile and check all income as accurate with accounting program, checking for any problems (such as over counting meals, or errors in deposits.)
45. Standardizes accounting procedures as required by federal and state agencies.
  - A. Establish and standardize all recipes, food items in compliance with new RDA standards and following the wellness policies to input into both
46. Monthly compile all deposits, meals served and make report on all income for Food Service. All Non taxable sales and income and Taxable sales income. As required by federal and state agencies and provides the Board of Trustees with copies as requested.
47. Prepares all reports as required by state and federal law, and provide to Board remembers if necessary.

# CHIEF TECHNOLOGY OFFICER

**JOB TITLE:** CHIEF TECHNOLOGY OFFICER

**REPORTS TO AND EVALUATED BY:** SUPERINTENDENT

**JOB SUMMARY:**

The District Technology Coordinator will assume responsibility for planning, organizing, directing and coordinating the successful operation of District technology systems and programs. The primary function of this position is to provide technology resources to staff, students and a variety of non-instructional processes such as student records, food service, maintenance, and transportation. Will develop long-range plans, procedures and schedules to provide maximum utilization and effectiveness of technology hardware, software and services. Will provide orientation, training, and assistance to staff in the use of technology tools. Will develop and maintain effective communication and working relationships with staff, students and patrons.

**QUALIFICATIONS:**

1. Demonstrated successful experience with the integration of technology into the educational setting.
2. Any combination of education and experience equivalent to a bachelor's degree and three years of full time employment in a position responsible for providing technology planning and support in an educational environment.
3. At least five years formal training and/or experience in administering information systems including maintenance of computer components.
4. Experience in staff training and/or curriculum development.
5. Demonstrated leadership and interpersonal skills.

**DUTIES & RESPONSIBILITIES:**

1. Implementation and evaluation of the district technology plan.
2. District Technology Committee coordination.
3. Responsible for updating district technology plans and documents.
4. Provides for staff development and in-service training in the use of technology opportunities in the educational setting.
5. Coordinate the successful operation of the district local area networks and wide-area network.
6. Manage district-wide Internet connectivity.
7. Purchase of materials for the implementation of the district technology plan and support of the district-wide technology infrastructure.
8. Coordinate repair and support of technology systems.
9. Acquisition and distribution of technology district-wide.
10. Attend conferences, workshops and training sessions to continuously update skills.
11. Upgrade and support for Student Information System software district-wide.
12. General technology support for all district staff.
13. Ensuring all necessary service and support tasks are performed in a timely manner.
14. Coordinates technology grant writing for competitive and entitlement grants.
15. Provide input in district planning, participating in the process as well as implementation.
16. Provide training and supervision for the District Technology Assistant

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

# TITLE I COORDINATOR

**JOB TITLE:** TITLE I COORDINATOR  
(See Federal Programs Coordinator)

# CLERK-TREASURER/BOOKKEEPER

**JOB TITLE:** CLERK-TREASURER/BOOKKEEPER

**REPORTS TO :** Superintendent and School Board Chair

**QUALIFICATIONS:**

1. High school diploma; related business experience and/or BS degree in business
2. Must be bondable.
3. Must have working knowledge of payroll disbursement, accounts payable and accounts receivable procedures.
4. Must have working knowledge of computer data input and reporting forms.

**JOB GOAL:**

To assist and administer the business affairs of the district and to provide the best educational services with the financial resources available.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains a complete and systematic set of records for the financial transactions of the district.
2. Prepares monthly reports for the board of trustees to reflect the financial condition of the district.
3. Prepares monthly reports for the staff concerning the status of their budgetary accounts to guard against overspending.
4. Traces errors and requests record adjustments to correct charges or credits posted.
5. Acts as custodian for district monies. Computes and records cash receipt summaries to appropriate accounts.
  - A. Deposits all monies received in banks designated by the board.
  - B. Prepares monthly accounts payable.
  - C. Pays out district monies as authorized by the board of trustees.
  - D. Renders an annual report at the end of each fiscal year.
6. On a monthly basis, reconciles canceled payroll and accounts payable checks with bank statements and verifies fund accounts with computer reports.
7. Acts as secretary/clerk/treasurer to the board of trustees.
  - A. Gives public notice and attends all trustee meetings.
  - B. Keeps full and accurate minutes of all meetings.
  - C. Assists in agenda preparation for board topics.
  - D. Publishes legal notices concerning district business.
  - E. Makes necessary preparations for school district elections.
8. Oversees bulk purchasing stock levels and perpetual inventory system for the best interest of the district.
9. Assists in preparation, publication and distribution of budgets as approved by the superintendent and the board of trustees.
  - A. Assists in developing budget guidelines and assists administrators in review and use of budget.
  - B. Prepares analysis of budget requests.
10. Provides negotiation teams with available financial information to facilitate negotiation procedures.
11. Performs other duties as may be assigned by the superintendent.

# SUMMER SCHOOL ADMINISTRATOR

**JOB TITLE:** SUMMER SCHOOL ADMINISTRATOR

**REPORTS TO:** Superintendent or Designee

**SUPERVISES:** All certificated and classified staff in the summer school programs - special education, migrant education, Even Start and alternative summer school programs.

**QUALIFICATIONS:**

1. Appropriate certification for position as an Idaho teacher or administrator
2. Such alternatives as appropriate and acceptable.
3. Desire to lead instructors and administrate educational programs.

**JOB GOAL:**

To apply leadership, supervisory, organizational, and decision-making skills to promote educational growth of the student and professional growth of the staff. Coordinate school district summer programs in special education, migrant education program, Even Start and summer alternative school, including lunch and transportation operations.

**SPECIFIC RESPONSIBILITIES:**

1. Establish & maintain an effective learning climate during summer school.
2. Supervise staff teaching to assist in instruction.
3. Work with hot lunch and transportation departments to meet their guidelines.
4. Assure smooth operating programs with minimum impact on summer maintenance/custodial work.
5. Make classroom assignments to the eight modular rooms, with two per program.
6. Assure transition from buildings to restroom facilities, play areas, gym areas and hot lunch to be orderly and well disciplined.
7. Administrate to bring forth positive student behavior. Inform the staff and students of the rules of summer school discipline. Keep accurate record of student behavior. Assist staff in student discipline, arrange suspensions and student drops. Discipline students as outlined in the rules for summer school participation.
8. Complete administrative assignments such as compilation of student applications for summer alternative school.
9. Plan, organize and direct implementation of the various summer school programs.
10. Meet with staff on a regular basis to assess progress and develop solutions to issues.
11. Keep accurate record of student attendance, discipline, lunch count and substitutes.
12. Arrange for substitutes or act as the substitute when appropriate.
13. Orient newly assigned staff members and assist in their development.
14. Evaluate programs and offer recommendation on staff evaluations.
15. Complete observations of staff. Counsel all staff.
16. Prepare for transportation of migrant education and specifically assigned special education students and field trips.
17. Assume responsibility for implementation of school policy.
18. Assume responsibility for the safety and administration of the summer programs.
19. Keep supervisor aware of the events of the week.
20. Complete IBEDS on teaching and classified staff.
21. Assure time sheets are completed by classified staff.

22. Make application for Consultant Special Certification approval, if required due to shortages of specifically certified staff.

**TERMS OF EMPLOYMENT:**

Contract salary and length is day rate per salary schedule and lead teacher stipend pro rata for the summer school program.

# ATHLETIC AND ACTIVITIES DIRECTOR

**JOB TITLE:** ATHLETIC AND ACTIVITIES DIRECTOR

**SUPERVISED BY:** School Principal

**SUPERVISES:** Coaches and advisors of school sports, extra-curricular, student clubs

**GENERAL JOB DESCRIPTION:**

1. To provide each student with a variety of extra-curricular programs, activities, and events from which to choose for personal recreation, enrichment and value formation.
2. To provide each enrolled student of secondary school age an opportunity to participate in an extra-curricular athletic activity which will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports and the principles of fair play.

**SPECIFIC RESPONSIBILITIES**

**ATHLETICS:**

1. Organizes and administers the overall program of extra-curricular athletics.
2. Provides leadership in the selection, assignment and evaluation of athletic coaches and staff members.
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Hires officials, team physicians and policemen as required, and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
8. Establishes the physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility.
9. Prepares and administers the athletic program budget.
10. Requisitions program supplies and equipment.
11. Supervises all ticket sales and fund-raising events of the athletic program and assumes responsibility for proper handling of funds.
12. Arranges all details of visiting teams' needs, including lodging, meals, towels, gymnasium services and field assistance, as appropriate.
13. Arranges files and gym practice schedules.
14. Keeps records of the results of all junior and senior high school athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
15. Plans and supervises an annual recognition program for school athletes.

**ACTIVITIES:**

1. Establishes and maintains the school master calendar.
2. Plans and coordinates all school assemblies.
3. Develops and initiates programs under which students and faculty can communicate with one another.
4. Provides and instructs sponsors for school clubs and organizations.

5. Supervises all club activities in the school.
6. Administers and coordinates membership requirements, finances and financial activities of all school-sponsored clubs.
7. Meets with vendors regarding rings, photographs, caps and gowns and the like, establishing procedures for bidding and awarding contracts for such items and services.
8. Initiates, administers and coordinates a series of special programs, including an annual senior class day, class dances, drama and music productions, performances by outside groups for the student body, film festivals and the like.
9. Administers and coordinates all student elections.
10. Prepares and distributes a weekly activity and special events calendar to all staff.
11. Secures and assigns personnel from the staff and from outside agencies as appropriate to expedite activities and provide proper supervision and security for all student activities.

## Section 2: CERTIFIED PERSONNEL

# CLASSROOM TEACHER

**JOB TITLE:** CLASSROOM TEACHER

**QUALIFICATIONS:**

Must hold or be eligible for an Idaho teaching certificate with appropriate endorsements.

**SUPERVISED BY:** School Principal

**SUPERVISES:**

1. Students during the school day and at other activities as assigned;
2. Volunteers, student aides, and/or other assigned to assist the teacher.

**JOB GOALS:**

Through leadership and supervision, the teacher will promote academic, social, and citizenship development.

**PERFORMANCE RESPONSIBILITIES:**

Demonstrates instructional skills by:

- organizing a productive classroom,
- designing measurable and observable instructional objectives,
- implementing the district curriculum,
- designing lessons with logical and sequential content,
- teaching at the correct level of difficulty and complexity,
- using classroom procedures that are flexible,
- using motivation, retention, reinforcement, and transfer techniques,
- displaying a command of subject matter
- establishing and clearly communicating acceptable parameters for student behavior,
- using appropriate evaluation activities.

Demonstrates interpersonal skills by:

- developing positive interpersonal relationships with students, parents, and building staff
- encouraging student independence and creativity,
- modeling a positive self-concept and attitude.

Demonstrates professional responsibilities by:

- developing and implementing professional and personal growth plans,
- participating in district and building in-services,
- supporting school and district regulations and policies,
- selecting appropriate channels for resolving concerns/problems,
- providing needed and requested information on a timely and effective basis.

**TERMS OF EMPLOYMENT:**

TSD 401 has approved a contract period of 190 days for teachers, unless adjusted due to budget cuts.

**EVALUATION:**

To be conducted by the district administrator in accordance with the guidelines specified in the evaluation policy.

# ADMINISTRATIVE ASSISTANT, ALTERNATIVE SCHOOL

**JOB TITLE:** ADMINISTRATIVE ASSISTANT, ALTERNATIVE SCHOOL

**REPORTS TO AND EVALUATED BY:** Principal

**GENERAL JOB DESCRIPTION:**

1. The Administrative Assistant is an educational leader of the school and will assist in ensuring that the Alternative School academic programs are implemented in order to maximize teacher instruction and student learning experiences for the at-risk learner.
2. The Administrative Assistant reports directly to the principal and shares in the responsibility of the orderly operation of the school.

**QUALIFICATIONS:**

1. Graduate degree candidacy preferred.
2. Appropriate certification for administration preferred.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**SPECIFIC RESPONSIBILITIES:**

1. Assists the principal in the overall administration of the school.
2. Assists in the planning, development, organization, coordination, and supervision of instructional programs, including curriculum development, and progression toward implementing the state competency standards.
3. Assists in the process of identifying student needs. Collaborates with parents, teachers and administrators in providing this process.
4. Supervises conduct within the school and oversees all discipline procedures, referring to principal when necessary. Keeps records of any disciplinary action, performing follow-up communication to students' parents, teachers, and principal as needed.
5. Prepares student guidelines and contracts, which delineate expectations of student behavior and academic requirements.
6. Administers school rules regarding attendance.
7. Interviews prospective students, assesses student academic needs, determines eligibility and placement within the program.
8. Enrolls new students which include; requesting, analyzing and interpreting transcripts, assessing academic needs, scheduling students, and maintaining academic records.
9. Maintains academic records and monitors student progress in order to meet graduation requirements.
10. Provides counseling and mentoring on an as-needed basis. Also assists in referring students and families to appropriate support services, and is the liaison between the school and community agencies such as Juvenile Justice and Idaho Department of Health and Welfare.
11. Provides input for Alternative School and district-wide strategic planning, participating in the process as well as the implementation.
12. Prepares the master schedule, utilizing data to meet the curricular needs of the students.
13. Assists the Student Council Advisor in coordinating student activities.
14. Provides the principal with observations so that the principal may more accurately evaluate staff performance. This includes staff development and goal setting.
15. This is a supplemental contract paid by stipend.

# SPECIAL EDUCATION TEACHER

**JOB TITLE:** SPECIAL EDUCATION TEACHER

**QUALIFICATIONS:**

Must hold or be eligible for an Idaho teaching certificate with appropriate endorsements

**SUPERVISED BY:** Special Education Director and School Principal

**SUPERVISES:**

1. Students during the school day and at other activities as assigned.
2. Volunteers, student assistants and/or others assigned to assist the teacher.

**JOB GOAL**

Through leadership and supervision, the teacher will promote academic, social, and citizenship development.

**PERFORMANCE RESPONSIBILITIES**

Demonstrates instructional skills by:

- Organizing a productive classroom,
- Designing measurable and observable instructional objectives,
- Implementing the district curriculum,
- Designing lessons with logical and sequential content,
- Teaching at the correct level of difficulty and complexity,
- Using classroom procedures that are flexible,
- Using motivation, retention, reinforcement, and transfer techniques,
- Displaying a command of subject matter,
- Establishing and clearly communicating acceptable parameters for student behavior,
- Using appropriate evaluation activities.

Demonstrates interpersonal skills by:

- Developing positive interpersonal relationships with students, parents & building staff,
- Encouraging student independence and creativity,
- Modeling a positive self-concept and attitude. Demonstrates professional responsibilities by:
- Developing and implementing professional and personal growth plans,
- Participating in district and building in-services,
- Supporting school and district regulations and policies,
- Selecting appropriate channels for resolving concerns/problems,
- Providing needed and requested information on a timely and effective basis.

**TERMS OF EMPLOYMENT:**

The Teton School District 401 Board of Trustees has approved a contract period of 190 days for teachers, unless adjusted due to budget cuts.

**EVALUATION:**

To be conducted by the Special Education Director in accordance with the guidelines specified in the evaluation policy.

# SCHOOL PSYCHOLOGIST

**JOB TITLE:** SCHOOL PSYCHOLOGIST

**REPORTS TO:** Director of Special Services and Superintendent

**QUALIFICATIONS:**

1. Meet Idaho State certification requirements for School Psychologist
2. Experience in a classroom which may include professional teaching experience, student teaching, or special education practicum.
3. Complete a minimum 300 hour internship in a school district under the supervision of the training institution and direct supervision of a certified school psychologist.

**JOB GOAL:**

To meet the needs of exceptional children by providing services as required by state & federal guidelines.

**PERFORMANCE RESPONSIBILITIES:**

1. As a participating member of Education Teams and Child Study Teams:
  - a. Assist in the development and implementation of building screening and referral processes.
  - b. Assist in the comprehensive evaluation of students.
  - c. Assist in the placement and programming decisions made by Child Study Teams.
  - d. Assist in monitoring the progress of exceptional students.
  - e. Provide interpretation of State and Federal regulations regarding the education of exceptional students.
2. As a provider of indirect services:
  - a. Provide consultation of special education teachers regarding the instruction and management of handicapped students.
  - b. Provide consultation to regular education teachers regarding the identification, instruction, management, and mainstreaming of handicapped students. Consultation is also provided regarding non-handicapped students experiencing educational/behavioral difficulties.
  - c. Provide consultation to parents regarding school-related student difficulties.
  - d. Maintain contact with service and community agencies to obtain and provide relevant information.
3. As a provider of direct services
  - a. Provide individual counseling to students experiencing school-related difficulties.
  - b. Provide group counseling to students with similar school-related difficulties.
4. As a member of the special services staff:
  - a. Assist the Special Services Director in determining special education needs within the district.
  - b. Assist the Director in devising plans for improving special services within the district.
  - c. Assist in the implementation of changes deemed necessary by the Director of Special Services.

**EVALUATION:**

Performance will be evaluated by the Director of Special Services in accordance with board policy.

# COUNSELOR - (K-6)

**JOB TITLE:** COUNSELOR - (K-6)

**REPORTS TO:** Building Principal

**QUALIFICATIONS:**

1. Hold a Pupil Personnel Services Certificate with a Counselor K-6 or K-12 Endorsement
2. Able to perform each essential duty satisfactory

**JOB GOAL:**

The purpose of a comprehensive counseling program in a school setting is to promote and enhance the learning process. The Elementary School counseling program facilitates student development in three broad domains: Academic/Technical Development, Career Development, and Personal/Social Development.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students in grades K-12.
2. Assist the student, with the help of their parents/guardians, to develop, monitor, and manage their individual student learning plan.
3. Provide responsive services consisting of coordinating activities to meet needs and concerns of students through consultation, personal counseling, crisis counseling, and referral.
4. Regularly update professional knowledge and skills.
5. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students.
6. Provide ongoing support and information for parents/guardians regarding their children's personal/social, academic/technical, and career development and to provide an important link between the classroom and the home.
7. Network and consult with local businesses, industries, and social service agencies on a regular basis.
8. Evaluate the effectiveness of the comprehensive counseling program.
9. Provide programs on bullying.
10. Provide parenting classes when appropriate and needed.
11. Provide appropriate guidance counseling services to 6th grade students in the Middle School.

# COMMUNICATION DISORDERS SPECIALIST

**JOB TITLE:** COMMUNICATION DISORDERS SPECIALIST

**REPORTS TO:** Director of Special Services

**QUALIFICATIONS:**

Meet Idaho State certification requirements for Communication Disorders Specialist

**JOB GOAL**

Provide identification, intervention and special services to students with language, speech, and hearing disorders.

**PERFORMANCE RESPONSIBILITIES:**

1. Utilize assessment procedures, techniques, and standardized tests necessary for thorough and accurate diagnosis of speech, language and/or hearing disorders.
2. Plan and conduct teacher/parent conferences when needed.
3. Participate in multi-disciplinary staff conferences (Child Study Teams).
4. Formulate long-term goals and short-term instructional objectives to be included in a student's IEP: Total Service Plan and Instructional Implementation Plan.
5. Familiarize principals, teachers, and other school personnel with language, speech and hearing services.
6. Submit reports to the Director of Special Services upon request.
7. Inform parents and teachers of results of language, speech, and hearing diagnostic evaluation.
8. Provide direct therapy based on individual needs.
9. Assist teacher in developing language and speech programs to be carried out in the classroom.
10. Address community groups concerning communication disorders upon request.
11. Assist parents in improving their skills in working with their child's speech and language delays.

**EVALUATION:**

Performance will be evaluated by the Director of Special Services in accordance with provisions of board policy.

# COUNSELOR - (K-12)

**JOB TITLE:** COUNSELOR - (K-12)

**REPORTS TO:** Building Principal

**QUALIFICATIONS:**

1. Hold a Pupil Personnel Services Certificate with a Counselor k-12 Endorsement
2. Able to perform each essential duty satisfactory

**JOB GOAL:**

The purpose of a comprehensive counseling program in a school setting is to promote and enhance the learning process. The High School, Junior High, Elementary School) counseling program facilitates student development in three broad domains: Academic/Technical Development, Career Development, and Personal/Social Development.

**PERFORMANCE RESPONSIBILITIES:**

12. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students in grades K-12.
13. Assist the student, with the help of their parents/guardians, to develop, monitor, and manage their individual student learning plan.
14. Provide responsive services consisting of coordinating activities to meet needs and concerns of students through consultation, personal counseling, crisis counseling, and referral.
15. Regularly update professional knowledge and skills.
16. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students.
17. Provide ongoing support and information for parents/guardians regarding their children's personal/social, academic/technical, and career development and to provide an important link between the classroom and the home.
18. Network and consult with local businesses, industries, and social service agencies on a regular basis.
19. Evaluate the effectiveness of the comprehensive counseling program.

# COMMUNICATION DISORDERS SPECIALIST

**JOB TITLE:** COMMUNICATION DISORDERS SPECIALIST

**REPORTS TO:** Director of Special Services

**QUALIFICATIONS:**

Meet Idaho State certification requirements for Communication Disorders Specialist

**JOB GOAL**

Provide identification, intervention and special services to students with language, speech, and hearing disorders.

**PERFORMANCE RESPONSIBILITIES:**

1. Utilize assessment procedures, techniques, and standardized tests necessary for thorough and accurate diagnosis of speech, language and/or hearing disorders.
2. Plan and conduct teacher/parent conferences when needed.
3. Participate in multi-disciplinary staff conferences (Child Study Teams).
4. Formulate long-term goals and short-term instructional objectives to be included in a student's IEP: Total Service Plan and Instructional Implementation Plan.
5. Familiarize principals, teachers, and other school personnel with language, speech and hearing services.
6. Submit reports to the Director of Special Services upon request.
7. Inform parents and teachers of results of language, speech, and hearing diagnostic evaluation.
8. Provide direct therapy based on individual needs.
9. Assist teacher in developing language and speech programs to be carried out in the classroom.
10. Address community groups concerning communication disorders upon request.
11. Assist parents in improving their skills in working with their child's speech and language delays.

**EVALUATION:**

Performance will be evaluated by the Director of Special Services in accordance with provisions of board policy.

# HEAD TEACHER

**JOB TITLE:** HEAD TEACHER

**REPORTS TO AND EVALUATED BY:** Principal

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** Hold an Idaho teaching certificate.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:**

Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Be available if building administrators are absent.
2. Chaperone athletic events and dances.
3. Perform administrative duties regarding student body i.e. tardies, absences and referrals.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Need to complete referrals and discipline reports.

**PERSONAL RESPONSIBILITIES:**

1. Ability to organize people, time and resources effectively.
2. Ability to communicate effectively with students, parents and other professionals.
3. Ability to be objective under pressure.
4. Ability to facilitate conflict resolution in stressful situations.

# GIFTED/TALENTED FACILITATOR

**JOB TITLE:** GIFTED/TALENTED FACILITATOR

**REPORTS TO:** School Principal

**QUALIFICATIONS:**

1. Hold an Idaho teaching certificate in elementary or secondary education.
2. At least three (3) years teaching experience is highly recommended.

**JOB GOAL**

To provide and assist in the implementation of instructional programs for students of exceptionally high abilities within the context of a total educational plan.

**PERFORMANCE RESPONSIBILITIES:**

1. As a participating member of Child Study Teams:
  - a. Assist in educational assessment and determining student eligibility for the enrichment program.
  - b. Participate in Child Study Team meetings when students are considered for evaluation or placement in the enrichment program.
  - c. Provide written Individual Education Plans (IEP's) and Instructional Implementation Plans (IIP's) for students placed in the enrichment program.
2. As a provider of direct services:
  - a. Organize and implement enrichment activities in individualized or small group settings.
  - b. Re-evaluate and modify students' instructional programs where and when appropriate.
  - c. Assist in providing appropriate social and emotional support to students, their parents, classroom teachers and others regarding special needs of the target population.
3. As a provider of indirect services:
  - a. Provide Inservice and public information concerning the special needs of students with exceptionally high abilities (including identification, educational programming, and social/emotional adjustments).
  - b. Assist classroom teachers in meeting the needs of high ability students. Such efforts should emphasize making teachers aware of available materials and methods specifically designed for this purpose.
  - c. Act as a liaison between students and the community to establish mentorships when appropriate.
4. As a member of the special education staff:
  - a. Maintain communication with the Director of Special Services and building principals regarding activities of the enrichment program.
  - b. Submit reports and data upon request.
  - c. Assist the Director in evaluation of enrichment program effectiveness.

**EVALUATION**

Performance will be evaluated by the Director of Special Services annually in accordance with board policy.

## Section 3: CLASSIFIED PERSONNEL

# COOK ASSISTANT/SERVER/DISHWASHER

**JOB TITLE:** COOK ASSISTANT/SERVER/DISHWASHER

**REPORTS TO AND EVALUATED BY:** Kitchen Manager, Food Service Supervisor

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:**

High school diploma or GED. Must have a general understanding of MSDS (Material Safety Data Sheets).

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:**

Ability to work in a friendly manner with co-workers and students

**Physical Demands:** While performing the duties of this job, the employee is required to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items

**Work Environment:** The employee will be required to work in an environment typical of an institutional kitchen with sharp objects, hot surfaces, electrical equipment, slick floors, etc.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in the preparation of food according to a planned menu and tested standardized recipes.
2. Assists in maintaining the highest standard to safety and cleanliness in the kitchen and cafeteria.
3. Is encouraged to attend regular cook meetings/workshops.
4. Completes and passes the food service sanitation course. Takes the Panhandle Health Safe Food Handling Course and other training deemed necessary.
5. Performs other duties as deemed appropriate by the Food Service Supervisor and/or Building Administrator.

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# COOK ASSISTANT - LUNCH ROOM MONITOR

**JOB TITLE:** COOK ASSISTANT - LUNCH ROOM MONITOR

**REPORTS TO AND EVALUATED BY:** Food Service Supervisor

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:**

High school diploma or (GED). Must have a general understanding of MSDS (Material Safety Data Sheets).

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:**

Ability to work in a friendly manner with co-workers and students.

**PERFORMANCE RESPONSIBILITIES:**

1. Monitors students during lunch time.
2. Works with principal regarding proper discipline.
3. Enforces all school rules/regulations.
4. Performs other duties as may be assigned.

TERMS OF EMPLOYMENT: This position shall be considered in all respects “employment at will.” The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator’s office and the district-wide administration office.

Employee’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# COOK

**JOB TITLE:** COOK

**REPORTS TO AND EVALUATED BY:** Food Service Supervisor

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:**

High school diploma or (GED) Preference may be given to applicants with previous experience with large scale cooking and food preparation/serving. Must have a general understanding of MSDS (Material Safety Data Sheets).

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:**

Ability to work in a friendly manner with co-workers and students. General knowledge of the best methods of preparing and cooking food in large quantities; ability to adjust recipes to the quantity required.

**Physical Demands:** While performing the duties of this job, the employee is required to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items.

**Work Environment:** The employee will be required to work in an environment typical of an institutional kitchen with sharp objects, hot surfaces, electrical equipment, slick floors, etc.

**PERFORMANCE RESPONSIBILITIES:**

1. Helps supervise and instruct kitchen personal in the safe, proper and efficient use of all kitchen equipment.
2. Maintains the highest standard of safety and cleanliness in the kitchen and cafeteria.

- 3. Assists in the planning and preparation of food according to a planned menu and tested standardized recipes.
- 4. Assists in maintaining storeroom inventory by helping to check in shipments and ordering supplies as needed.
- 5. Immediately reports any problems or accidents occurring in the kitchen or the cafeteria area to the Food Service Supervisor.
- 6. Attends regular kitchen meetings as required.
- 7. Completes and passes food service sanitation course Takes the Panhandle Health Safe Food Handling Course and other training deemed necessary.
- 8. Performs other duties as deemed appropriate by the Food Service Supervisor and/or Building Administrator.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# KITCHEN MANAGER/BOOKKEEPER

**JOB TITLE:** KITCHEN MANAGER/BOOKKEEPER

**REPORTS TO AND EVALUATED BY:** Food Service Supervisor

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:**

High school diploma or (GED) Preference may be given to applicants with previous experience with large-scale cooking and food preparation/serving. Must have a general understanding of MSDS (Material Safety Data Sheets).

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos Ability to write simple correspondence Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.

**MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's Ability to perform these operations using units of American money and weight measurement, volume and distance Experience with bookkeeping/budgeting procedures.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but basic written or oral instructions Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES:**

Ability to work in a friendly manner with co-workers and students, and have the ability to plan own work schedule and to direct helpers under his/her supervision General knowledge of the best methods of preparing and cooking food in large quantities; ability to adjust recipes to the quantity required.

**Physical Demands:** While performing the duties of this job, the employee is required to stand and walk for most of the day, carry hot pans, push carts, stoop and reach for heavy items

**Work Environment:** The employee will be required to work in an environment typical of an institutional kitchen with sharp objects, hot surfaces, electrical equipment, slick floors, etc.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and instructs kitchen personnel in a safe, proper and efficient use of all kitchen equipment.
2. Maintains the highest standard of safety and cleanliness in the kitchen and cafeteria.
3. Determines the quantity of food needed to be prepared each day

- 4. Adheres to a schedule of meal serving times, prepares food according to a planned menu and tested standardized recipes and determines if the finished product is of best quality both in flavor and appearance before it is served.
- 5. Oversees the locking of the storeroom and maintains correct inventory by checking in all items of each shipment and ordering necessary food and supplies.
- 6. Is responsible for the proper storage of all food items -keeping frozen and refrigerated items at the required temperatures.
- 7. Reports immediately to the Food Service Supervisor any problems or accidents occurring in the kitchen or the cafeteria area.
- 8. Attends regular kitchen meetings as required.
- 9. Is responsible for all written reports and cash reconciliation.
- 10. Completes and passes the food service sanitation course Takes the Panhandle Health Safe Food Handling Course and other training deemed necessary.
- 11. Performs other duties as deemed appropriate by the Food Service Supervisor and/or Building Administrator.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# CLASSROOM ASSISTANT

JOB TITLE: CLASSROOM ASSISTANT

REPORTS TO AND EVALUATED BY: Classroom Teacher, Building Administrator

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma or general education degree (GED) - preference may be given to applicants with college education.

Language skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other skills and abilities : Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Have some knowledge of human growth, development and the learning process.

Work Environment: The employee is continuously responsible for assisting the teacher with the safety, well-being and work output of students.

## PERFORMANCE RESPONSIBILITIES:

1. Assists in small group pupil instruction; tutors pupils at teacher's request and keeps accurate records
2. Helps to maintain a safe and orderly classroom environment
3. Participates in appropriate in-service training programs as requested
4. Operates standard school equipment such as laminator, copier, audiovisual, etc.
5. Contributes to and maintains a positive attitude towards students, program environment, teachers, and program administration

6. Performs other duties as needed that contribute to the well-being of the school.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# INSTRUCTIONAL ASSISTANT - LIBRARY

JOB TITLE: INSTRUCTIONAL ASSISTANT - LIBRARY

REPORTS TO AND EVALUATED BY: Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED) Preference may be given to applicants with library experience or knowledge and/or college education.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos Ability to write simple correspondence Ability to effectively present information in one-on-one and small group situations

**Mathematical Skills:** Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to operate a computer Ability to work with children Ability to develop effective working relationships with students, staff, and the school community Ability to communicate clearly and concisely, both orally and in writing

## PERFORMANCE RESPONSIBILITIES:

1. Helps create a library class schedule for the school instructional year.
2. Checks books in and out or trains teachers or parent volunteers to perform task.
3. Maintains bookkeeping functions regarding overdue books, fines, and notices of fines.
4. Inventories all books annually.
5. Tracks library budget for books and supplies and places majority of orders by February of each year.
6. Makes cards and labels as needed using Dewey Decimal Classification System.
7. Performs other duties as assigned by the building administrator.

8. Tracks audio-visual equipment and supplies. Inventories AV equipment, and makes arrangements for usage by the staff. Repairs, when appropriate, AV equipment. Obtains information about, cost of, and orders new equipment as approved by the building administration.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# COMPUTER LAB ASSISTANT

JOB TITLE: COMPUTER LAB ASSISTANT

REPORTS TO AND EVALUATED BY: Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED). Preference may be given to applicants with college education.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**Mathematical Skills:** Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to operate a computer. Ability to work with children. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing.

## PERFORMANCE RESPONSIBILITIES:

1. Assists students in network computer operations.
2. Manages print queues.
3. Enters and deletes student network accounts.
4. Supervises lab computer use and maintains lab printers/computers as appropriate.
5. Assists in monitoring and ordering network supplies.
6. Manages the check out of Internet access diskettes to teachers.
7. Performs other duties as assigned by the building administrator.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# INSTRUCTIONAL ASSISTANT - MENTORING COORDINATOR

JOB TITLE: INSTRUCTIONAL ASSISTANT - MENTORING COORDINATOR

REPORTS TO AND EVALUATED BY: Drug Education Coordinator and Building Administrator

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma or general education degree (GED)

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing.

## PERFORMANCE RESPONSIBILITIES:

1. Develops a workable mentoring program.
2. Solicits and trains adult volunteers.
3. Arranges background checks of volunteers with district office and sheriff's office and solicits sponsorship to pay for cost of background checks.
4. Meets with volunteers on a regular basis for feedback and problem solving.
5. Meets with teachers to initiate program. Meets periodically with teachers to provide continuous program feedback.
6. Meets with children who have been referred to the program and matches them with appropriate mentors.

7. Works closely with school staff (i.e. teachers, administrators, psychologist, counselors) in order to maximize the benefits of the program.
8. Communicates with school personnel who may be involved with the mechanics of the program (principals, secretaries, etc.)
9. Continually seeks out information and strategies to expand and improve the program.
10. Periodically keeps the program in the public's eye through the various community groups and the media.
11. Keeps accurate record of all the mentoring process.
12. Develops ways to recognize the contribution of volunteers.
13. Exhibits high level of ethical behavior and confidentiality of information about students as is expected of teachers.
14. Performs other duties as needed.
15. Supports and adheres to all school district policies.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as

promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):

\_\_\_\_\_

# INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

JOB TITLE: INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION

REPORTS TO AND EVALUATED BY: Special Education Director, Building Administrator, and Special Education Teacher

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma or general education degree (GED) - preference may be given to applicants with college education.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: The ability to work with emotionally, physically and/or mentally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Have some knowledge of human growth and development and the learning process.

Physical Demands: The employee may be required to lift 40lbs and or push/pull up to 100lbs.

Work Environment: The employee is continuously responsible for assisting the teacher with the safety, well-being and work output of students.

## PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively within the classroom with students and staff.
2. Administers informal assessments to accommodate student's specific modifications under direction of certified teacher.

3. Reinforces learning of material or skills using a variety of methods as directed by certified staff.
4. Collects and maintains suitable material for student educational growth.
5. Alerts the teacher to special needs of individual students.
6. Is willing to perform lifting and minor medical interventions due to various disabilities as needed and to participate in training and in-service as necessary to perform such tasks.
7. Keeps accurate records, lesson plans, and maintains individual records for each student.
8. Exhibits high level of ethical behavior and confidentiality of information about students as is expected of all staff.
9. Maintains effective communication with teachers, other staff and parents when appropriate.
10. Contributes to and maintains a positive attitude towards students, program environment, teachers and program administration.
11. Performs other duties as needed that contribute to the well-being of the school.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as

promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# INSTRUCTIONAL ASSISTANT - SPEC. ED SPEECH AND LANGUAGE ASSISTANT

JOB TITLE: INSTRUCTIONAL ASSISTANT - SPEC. ED SPEECH AND LANGUAGE ASSISTANT

REPORTS TO AND EVALUATED BY: Special Education Director, Speech/Language Pathologist, Building Administrator

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma or general education degree (GED) - preference may be given to applicants with college education.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: The ability to work with emotionally, physically and/or mentally impaired students. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Have some knowledge of human growth and development and the learning process.

## PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively within the assigned classroom.
2. Reinforces learning of material or skills using a variety of methods as directed by certified staff.
3. Keeps accurate records in a format defined by the speech pathologist.
4. Prepares and organizes materials for small group and individual instruction, based on IEP goals.

- 5. Exhibits high level of ethical behavior and confidentiality of information about students as is expected of teachers.
- 6. Maintains effective communication with teachers, other staff and parents when appropriate.
- 7. Participates in appropriate in-service training programs.
- 8. Contributes to and maintains a positive attitude towards students, program environment, teachers and program administration.
- 9. Performs other duties as needed that contribute to the well-being of the school.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# INSTRUCTIONAL ASSISTANT - TITLE I

JOB TITLE: INSTRUCTIONAL ASSISTANT - TITLE I

REPORTS TO AND EVALUATED BY: Title I Director, Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** Two years or equivalent of post secondary education, AA or equivalent preferred.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**Mathematical Skills:** Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Have some knowledge of human growth and development and the learning process.

## PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with students and staff.
2. Reinforces learning of material or skills using a variety of methods as directed by certified staff.
3. Keeps accurate student records and portfolios.
4. Collects and maintains suitable material for student educational growth.
5. Prepares and organizes materials for small group and individual instruction.
6. Exhibits high level of ethical behavior and confidentiality of information about students as is expected of all staff.
7. Maintains effective communication with teachers, other staff and parents when appropriate.
8. Participates in appropriate in-service training programs.

9. Contributes to and maintains a positive attitude towards students, program environment, teachers and program administration.

10. Performs other duties as needed that contribute to the well-being of the school.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees  
Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# INTERPRETER/TUTOR FOR THE HEARING IMPAIRED

JOB TITLE: INTERPRETER/TUTOR FOR THE HEARING IMPAIRED

REPORTS TO: Principal and Director of Special Services

QUALIFICATIONS:

1. Holds a degree or other comparable education in the field of Deaf Education.
2. Can communicate effectively with hearing impaired students by using sign language.
3. Has experience working with hearing impaired students in an educational setting.

JOB GOAL:

To teach academic skills to hearing impaired children and to help them communicate with their classroom teacher.

PERFORMANCE RESPONSIBILITIES:

1. Provide direct academic instruction to hearing impaired students.
2. Teach students to work with an interpreter in a regular classroom setting.
3. Provide support and consultation to classroom teachers who are working with hearing impaired students.
4. Teach hearing impaired students to function independently with their hearing peers.
5. Utilize assessment procedures which are necessary for accurate diagnosis and educational planning.
6. Maintain regular contact with parents of students in the program.
7. Assist in the development of goals and objectives for the students' IEP's.
8. Maintain files and records for students who are assigned to the program.

EVALUATION:

Performance will be evaluated by the Director of Special Services in accordance with board policy.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# SUMMER SCHOOL ASSISTANT

JOB TITLE: SUMMER SCHOOL ASSISTANT

REPORTS TO: Summer School Coordinator, Building Principal

QUALIFICATIONS:

1. Is hard working, conscientious and relates well with children.
2. Has some knowledge of human growth and development and the learning process.
3. Has a high school diploma or equivalent.

SUPERVISED AND EVALUATED BY: Summer School Coordinator, Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Carries out assigned duties of special education assistant, i.e.:
  - a. Leads small group discussion/learning.
  - b. Works cooperatively within the classroom.
  - c. Guides independent study.
  - d. Reinforces learning of material or skills using a variety of methods.
  - e. Keeps accurate records.
  - f. Performs other tasks as assigned.
  - g. Is self-motivated and takes the initiative for beginning and operating programs.
2. Exhibits the same high level of ethical behavior and confidentiality of information concerning students as is expected of certified teachers.
3. Maintains effective communication with teachers and parents.
4. Contributes to and maintains a positive attitude toward students, teachers, program administration and program environment.
5. Performs other duties as needed that contribute to the well-being of the school.
6. Is punctual and prepared.

NOTE: Preference may be given to applicants who have some college education.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# CUSTODIAN

JOB TITLE: CUSTODIAN

REPORTS TO AND EVALUATED BY: BUILDING ADMINISTRATOR AND MAINTENANCE

SUPERVISOR Principal (1) and Maintenance Supervisor (2)

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED).

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to establish and maintain effective working relationships with students, staff and the community. Be in good physical condition. Have ability to make minor repairs.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job.

**PERFORMANCE RESPONSIBILITIES:**

1. Cleans and preserves designated spaces, equipment etc. in the building, including scrubbing and disinfecting restrooms and locker rooms on a daily basis.
2. Assists in maintaining seasonal ground work as assigned (snow, lawn, landscaping).
3. Regulates heat and ventilation to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
4. Maintains building and grounds security in the building every day.
5. Makes minor building repairs; reports major repairs promptly to the Building Administrator.
6. Immediately reports any unsafe situation or damage to school property to the principal.
7. Is familiar with MSDS and asbestos abatement documents.
8. Performs other duties as may be assigned by the building administrator or Maintenance Supervisor.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# MAINTENANCE/CUSTODIAN

JOB TITLE: MAINTENANCE/CUSTODIAN

REPORTS TO: BUILDING ADMINISTRATOR AND MAINTENANCE SUPERVISOR

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High School Diploma or general education degree (GED)

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence.

**Mathematical Skills:** Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to establish and maintain effective working relationships with students, staff and the community. Be in good physical condition. Ability to make repairs: electrical, boilers, heaters, plumbing, carpentry, etc.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job.

**PERFORMANCE RESPONSIBILITIES:**

1. Helps administrator or maintenance supervisor coordinate custodians in routine preventive

maintenance activities.

2. Assists in maintaining seasonal ground work (snow, lawn, landscaping).
3. Maintains inventory of custodial/maintenance supplies and equipment.
4. Cleans and preserves designated spaces and equipment in the building.
5. Performs ongoing preventive maintenance and repairs on plumbing, custodial equipment, ventilation, building structure, hardware, heating and minor electrical, etc.
6. Maintains building and ground security.
7. Assists with the set-up and coordination of school and public use of facilities.
8. Is familiar with MSDS and asbestos abatement documents.
9. Maintains and prepares work related records and reports as directed.
10. Immediately reports any unsafe situation or damage to school property to the building administrator.

11. Performs other duties as may be assigned by building administrator or maintenance supervisor.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# MAINTENANCE/CUSTODIAN II

JOB TITLE: MAINTENANCE /CUSTODIAN II

REPORTS TO: BUILDING ADMINISTRATOR AND MAINTENANCE SUPERVISOR

**JOB SUMMARY:** The Maintenance/Custodian II will support the scheduling, organizing, and clean up of all extracurricular and public functions in their assigned building. The job will pertain to higher maintenance levels due to the advanced technology and square footage. (90,000 sq. ft. or more) The position requires daily inspections of machinery, preventive maintenance programs, parameter adjustments manually and/or on the computer, and thermostat calibrations. Management skills are required as to delegate job assignments to the custodial staff hired at that particular school. A daily routine inspection will be performed by the maintenance/custodian II of the assigned areas and duties to the custodial staff.

## QUALIFICATIONS:

1. Be in good physical condition.
2. Education and/or experience with H.V.A.C. equipment.
3. Education and/or experience with electrical troubleshooting.
4. Education and/or experience with automated controls and sensing units.
5. Computer literacy (Envision for BAC talk dialog)
6. Education and/or experience with boilers and close loop boiler systems.
7. Experience to manage and instruct personnel for completion of assigned duties.

## PERFORMANCE RESPONSIBILITIES:

1. Performs repairs on plumbing, electrical, boilers, and mechanical equipment.
2. Estimates material costs, lays out and completes minor projects.
3. Performs preventive maintenance schedules designed by maintenance supervisor.
4. Observes, maintains and adjusts computer setting involving thermostats and H.V.A.C. units.
5. Assigns and inspects job related duties to custodian under his/her instruction. (At assigned

school)

6. Immediately reports any unsafe situation or damage to school property to the maintenance supervisor and building administrator.

7. Assists in maintaining seasonal ground work (snow, lawn, landscaping).

8. Performs other duties as may be assigned by building administrator or maintenance supervisor.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# BUS DRIVER or BUS DRIVER SUBSTITUTE

JOB TITLE: BUS DRIVER or BUS DRIVER SUBSTITUTE

REPORTS TO AND EVALUATED BY: Transportation Supervisor

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED). Must have a class B Commercial Drivers License with passenger endorsement. Must have an excellent driving record and be able to pass physical including drug test. Must pass CPR and first aid courses per state requirements.

**Language Skills:** Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak in simple sentences.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:** Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work in a friendly manner with co-workers and students. Ability to read and understand maps. Ability to communicate clearly and concisely both in oral and written form. Employee should live as near as possible to the area in which bus runs-those living out of town should have an area in which to park the bus and be able to plug it in during the winter. Exhibit an awareness of and commitment to proper bus maintenance.

**Physical Demands:** While performing the duties of this job, the employee is continuously required to sit and occasionally required to walk or stand. The employee frequently uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 75 pounds, such as students. Specific vision abilities required by this job include close vision, color vision, depth perception and peripheral vision.

**Work Environment:** While performing the duties of this job, the employee occasionally works in temperatures above 100 degrees and below 0 degrees and occasionally will walk on slippery surfaces. The employee has direct responsibility for the safety and well being of others.

**PERFORMANCE RESPONSIBILITIES:**

1. Obeys all traffic laws, driving the bus safely and professionally and participates in transportation training.
2. Observes all mandatory safety regulations for school buses and enforces these regulations on the bus.
3. Maintains student discipline while on the bus and reports any undisciplined student to proper school authority.
4. Keeps bus clean inside and out.
5. Keeps to schedule.
6. Inspects bus prior to each trip for mechanical defects and notifies the proper authority in case of mechanical failure or lateness.
7. Transports authorized students only and discharges them at authorized stops.
8. Exercises responsible leadership when on out of district trips.
9. Reports all accidents and completes required reports. Completes all necessary paperwork.
10. Performs other duties as may be assigned by the Transportation Supervisor.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):

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# BUS MECHANIC

JOB TITLE: BUS MECHANIC

REPORTS TO AND EVALUATED BY: Transportation Supervisor

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED). Must have a class B commercial Drivers License with passenger endorsement. Must have an excellent driving record be and able to pass physical including drug test. Must pass CPR and first aid courses per state requirements.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to calculate in association with transportation department operations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to establish and maintain effective working relationships with students, staff and community. Must have extensive hands on mechanical experience.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, use hand to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** While performing the duties of this job the employee regularly works near moving mechanical buses and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases, fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually loud and occasionally very loud.

## PERFORMANCE RESPONSIBILITIES:

1. Sees that all repairs, maintenance and inspections on the buses are of excellent quality and

maintained in a manner that they present no problems in the transportation of district students.

2. Sees that all maintenance and inspection records are filled out to document work and that inspections are completed on each bus.
3. Promotes high standards of safety and good housekeeping methods in all work connected areas.
4. Attains and maintains an A.S.E. Bus Technician certificate.
5. Has gas and arc welding ability.
6. Performs other duties as may be assigned by the Transportation Supervisor.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules,

regulations, and policies which have been reduced to writing and made available to the employee at the building Administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):

\_\_\_\_\_

# HEAD MECHANIC

JOB TITLE: HEAD MECHANIC

REPORTS TO AND EVALUATED BY: Transportation Supervisor

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED). Must have a class B Commercial Drivers License with passenger endorsement. Must have an excellent driving record and be able to pass physical including drug test. Must pass CPR and first aid courses per state requirements.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to calculate figures in association with transportation department operations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to establish and maintain effective working relationships with students, staff and community. Must have extensive hands on mechanical experience.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, use hand to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** While performing the duties of this job, the employee regularly works near moving mechanical buses and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

PERFORMANCE RESPONSIBILITIES:

- 1. Is responsible to see that all repairs, maintenance and inspections on the buses are of excellent quality and maintained in a manner that they present no problems in the transportation of district students.
- 2. Is responsible to see that all maintenance and inspection records are filled out to document work and that inspections are completed on each bus.
- 3. Maintains parts inventory and ordering.
- 4. Serves as liaison in the absence of the Transportation Supervisor.
- 5. Attains and maintains A.S.E Bus Technician certificate.
- 6. Has gas and arc welding ability.
- 7. Promotes high standards of safety and good housekeeping methods in all work connected areas.
- 8. Performs other duties as may be assigned by the transportation supervisor.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):

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# SEC. I - District Office Receptionist

JOB TITLE: Sec. I - District Office Receptionist

REPORTS TO AND EVALUATED BY: Superintendent

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED)-preference may be given to applicants with college education.

**Language Skills:** Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out written or verbal instructions.

**Other Skills and Abilities:** Ability to demonstrate competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Possess good organizational skills.

## PERFORMANCE RESPONSIBILITIES:

1. Acts as a public relations agent for the school district while serving as the school's receptionist by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Performs usual office routines and practices associated with a busy, yet productive and smoothly run office.
3. Substitute for other office personnel when required.
4. Performs other duties as may be assigned by district office staff.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# SEC. I-HIGH SCHOOL SECRETARY/OFFICE ASSISTANT

JOB TITLE: SEC. I-HIGH SCHOOL SECRETARY/OFFICE ASSISTANT

REPORTS TO AND EVALUATED BY: Building Administrator

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma or general education degree (GED)-preference may be given to applicants with college education.

Language Skills: Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions.

Other Skills and Abilities: Ability to demonstrate competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Possess good organizational skills.

## PERFORMANCE RESPONSIBILITIES:

1. Acts as a public relations agent for the school district while serving as the school's receptionist by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Types a variety of material including letters, student records, reports, memos, and other items as requested. Must be able to handle student information and records in a responsible and confidential manner.
3. Assists Sec III in accounts payable as needed.
4. Duplicates, copies, and prints forms and other materials by order of appropriate supervisor.
5. Keeps supervisor informed of potential health hazards and/or dangerous situations.
6. Assists Guidance Counselor/Career Center as needed (i.e.-charts, record requests, typing, etc.)

7. Performs other work related tasks and assignments as deemed necessary by the building administrator.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year): \_\_\_\_\_

# SEC. I-MIDDLE SCHOOL SECRETARY/OFFICE ASSISTANT

JOB TITLE: SEC. I-MIDDLE SCHOOL SECRETARY/OFFICE ASSISTANT

REPORTS TO AND EVALUATED BY: BUILDING ADMINISTRATOR

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High School diploma-preference may be given to applicants with experience and/or college education.

**LANGUAGE SKILLS:** Knowledge of business English, spelling, and punctuation, with the ability to prepare routine letters and communications.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Experience with bookkeeping/budget procedures is needed.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions.

**OTHER SKILLS AND ABILITIES:** Ability to demonstrate a high degree of competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees. Maintain strict confidentiality of staff and student personal information. Possess good organizational abilities and skills.

**PERFORMANCE RESPONSIBILITIES:**

1. Acts as a public relations agent for the school district while serving as the school's receptionist and by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Processes incoming and outgoing mail.
3. Arranges for substitutes and maintains records on all staff members and prepares monthly sub reports for the payroll department in the District Office.
4. Works on promotion program and diplomas.
5. Maintains inventory and orders all office supplies and consumable.
6. Works with the secretary/bookkeeper to select, train and oversee student office aides.
7. Performs duties relating to students, such as administering medications as requested by parent/guardian and record these actions. Respond to accidents and illness, notifying the appropriate people and completing all appropriate forms and records.
8. Handles student information and records in a responsible and confidential manner.
9. With the assistance of the Secretary/Bookkeeper, develops a working understanding of the accounting system and is able to produce purchase orders and do other assigned jobs as needed to assist the Secretary/Bookkeeper.
10. Assists the teaching staff in other such duties as time allows or as assigned.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# SEC. I - ELEMENTARY SECRETARY/OFFICE ASSISTANT

JOB TITLE: SEC. I - ELEMENTARY SECRETARY/OFFICE ASSISTANT

REPORTS TO AND EVALUATED BY: Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED)-preference may be given to applicants with college education.

**Language Skills:** Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions.

**Other Skills and Abilities:** Ability to demonstrate competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Possess good organizational skills.

## PERFORMANCE RESPONSIBILITIES:

1. Acts as a public relations agent for the school district while serving as the school's receptionist by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Types a variety of material including letters, student records, reports, memos, and other items as requested. Must be able to handle student information and records in a responsible and confidential manner. Prepares required enrollment and attendance reports per the state scheduling requirements.
3. Duplicates, copies, and prints forms and other materials by order of appropriate supervisor.
4. Keeps supervisor informed of potential health hazards and /or dangerous situations.
5. Performs other work related tasks and assignments as deemed necessary by the building administrator.

6. Attends to accidents, minor injuries, and the needs of all pupils.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# SEC. III- SPECIAL SERVICES/CURRICULUM/PROFESSIONAL DEVELOPMENT/TESTING /SIS SUPPORT ADMINISTRATIVE ASSISTANT

JOB TITLE: SEC. III -SPECIAL SERVICES/CURRICULUM/PROFESSIONAL  
DEVELOPMENT/TESTING /SIS SUPPORT ADMINISTRATIVE ASSISTANT

REPORTS TO AND EVALUATED BY: Special Services and Curriculum/Professional  
Development/Testing Directors

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High School diploma – preference may be given to applicants with college education.  
Training in necessary software programs.

Language Skills: Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications. Ability to relate well with the public in person and on the phone.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Experience with bookkeeping/budgeting procedures.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions, to problem-solve, and to create reports that facilitate functions of the directors.

**Other Skills and Abilities:** Ability to demonstrate competence in typing, filing, general office equipment (fax machine, copy machine, etc.) General computer knowledge and proficiency in word processing and database applications. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Must possess good organizational abilities and skills. The individual must be proficient in a word processing and database programs. Ability to learn, operate, and teach to others new databases for record keeping as they come available. (example: SPED Child Count System, Excent Special Education Student Management System, Infinite Campus, Crystal Reader, Assessment Management Systems for Idaho School Districts "AMS," Medicaid billing, Access, Microsoft Word, Microsoft Excel).

#### PERFORMANCE RESPONSIBILITIES:

##### General Duties:

1. Receives as a public relations agent for the school district while serving as the facilities receptionist by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Types a variety of materials including letters, student records, reports, memos, and other items as requested. Must be able to handle student information and records in a responsible and confidential manner.
3. Performs usual office routines and practices associated with a busy, yet productive and smoothly run office.
4. Distributes incoming and outgoing mail.
5. Orders all office supplies and consumables.
6. Operates and maintains duplication and printing equipment, ordering supplies and requesting repair as required.
7. Processes incoming supplies and equipment, checking original purchase orders, and submits appropriate paperwork to the district office to facilitate proper payments for goods or services received by departments.

##### Special Education Duties:

8. Prepares annual Special Education student report to the State Department of Education (Child Count).
9. Responds to student records requests.
10. Assumes duties of bookkeeper for Special Education Budget.
11. Prepares payroll calendar for special education para-professionals.
12. Submits payroll budget to Special Education Director and District Personnel Clerk.
13. Management of Excent Special Education Student Management System for Special Education staff, including training of staff in essentials of the system.
14. With advent of Medicaid billing, will assume billing responsibilities for district and management of system.

Curriculum/Professional Development/Testing Duties:

- 15. Assists in curriculum orders and warehousing and delivering of materials.
- 16. Assists Curriculum Director in implementation and monitoring Curriculum Committees and Professional Development Committees and opportunities.
- 17. Types and distributes Professional Development in-service credit documentation
- 18. Maintains updates on student demographics in SIS.
- 19. Extracts student demographic information from SIS for database preparation for ISAT, IRI, and DMA/DWA testing.
- 20. Enters IRI data into state electronic reporting system.
- 21. Assists Testing Coordinator in organizing district testing schedules and preparation and training of proctors/examiners.
- 22. Prepares merges for all parent letters to disseminate test data.
- 23. Contact person for district testing data storage system.

Infinite Campus Duties:

- 24. Understands common protocols established with each school and at the district level.
- 25. Is aware of administrative functions in Infinite Campus.
  - a. Demographic data
  - b. Built in reports
  - c. School years, calendars, and terms.
- 26. Collaborates with district computer/network support staff.
- 27. Familiar with Infinite Campus support site.
- 28. Works with Infinite Campus technical support.
- 29. Attends regular meetings with secretaries dealing with SIS procedures.
- 30. Documents procedures when needed.
- 31. Performs other duties as time allows and may be assigned by the staff and administration.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

## SEC. II - SECRETARY, ELEMENTARY

JOB TITLE: SEC. II - SECRETARY, ELEMENTARY

REPORTS TO AND EVALUATED BY: Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma or general education degree (GED)-preference may be given to applicants with college education.

**Language Skills:** Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications.

**Mathematical Skill:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions.

**Other Skills and Abilities:** Ability to demonstrate competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Possess good organizational skills.

### PERFORMANCE RESPONSIBILITIES:

1. Acts as a public relations agent for the school district while serving as the school's receptionist by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Processes incoming and outgoing mail.
3. Maintains student records and prepares required enrollment and attendance reports per the state scheduling requirements.
4. Types a variety of materials including letters, student records, reports, memos, and monthly statements. Must be able to handle student information and records in a responsible and confidential manner.
5. Assists teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal.
6. Maintains a daily teacher attendance log and accompanying records for the substitute teachers.
7. Assists the principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchase and submits appropriate paperwork to the district office to facilitate proper payments for goods or services received by the school.
8. Assembles and maintains reports and information in an acceptable manner, providing ready access for the building principal and the district office. This includes the individual school's banking and checking accounts.

- 9. Handles all incoming money from fundraisers.
- 10. Attends to accidents, minor injuries and the needs of all pupils.
- 11. Maintains supply and storage rooms, including ordering, stocking and distributing supplies, equipment, etc.
- 12. Performs other work related tasks and assignments as deemed necessary by the building principal.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# SEC II – TITLE I ADMINISTRATIVE SECRETARY

JOB TITLE: SEC II – TITLE I ADMINISTRATIVE SECRETARY

REPORTS TO AND EVALUATED BY: Title 1 Director

**QUALIFICATIONS** – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:** High School diploma, understanding of the Title 1 program preferred, other related training may be considered.

**LANGUAGE SKILLS:** Knowledge of business English, spelling and punctuation with ability to prepare routine letters and communications. Ability to communicate effectively verbally to gain information or facilitate consensus.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Experience with bookkeeping/budgeting procedures.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions.

**OTHER SKILLS AND ABILITIES:** Ability to demonstrate competence in typing, filing and using Excel spreadsheets and Word effectively. General computer knowledge and ability to find information on the Internet is necessary. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Must possess very good organizational abilities and skills.

**PERFORMANCE RESPONSIBILITIES:**

1. Types a variety of materials including letters, reports, memos and other items as requested.
2. Helps keep student records for Title 1, the Extended Year Reading Program, and other related programs. Must be able to handle student information and records in a responsible and confidential manner.
3. Helps coordinate Title 1 program with other related programs.
4. Works with school based committees to develop Home/School Compacts.
5. Helps to coordinate parent workshops on developing literacy and pre-literacy skills with children.
6. Prepares Purchase Orders and keeps accounts accurately.
7. Works closely with District Title 1 Director to provide a multitude of services in many locations.
8. Other duties as assigned.

TERMS OF EMPLOYMENT: This position shall be considered in all respects “employment at will”. The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the district so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee had primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies, which have been reduced to writing and make available to the employee at the building administrator’s office and the district-wide administration office.

Employee’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year): \_\_\_\_\_

## SEC. III - HIGH SCHOOL SECRETARY

JOB TITLE: SEC. III - HIGH SCHOOL SECRETARY

REPORTS TO AND EVALUATED BY: Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma - preference may be given to applicants with experience and/or college education.

**Language Skills:** Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimal.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions.

**Other Skills and Abilities:** Ability to demonstrate a high degree of competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Possess good organizational abilities and skills.

### PERFORMANCE RESPONSIBILITIES:

1. Acts as a public relations agent for the school district while serving as the school's receptionist and by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Assists with registration of new students and assigns lockers.
3. Maintains accurate enrollment and attendance records for various reports. Runs daily tardy reports and mails attendance letters home when necessary. Prepares quarterly state attendance reports.
4. Assumes duties of bookkeeper when bookkeeper is absent.
5. Selects, trains, and oversees student office aides.
6. Operates and maintains duplication and printing equipment, ordering supplies and requesting repair as required.

7. Processes midterm reports and report cards. Develops list for honor roll students and eligibility for graduation.

8. Attends to accidents, minor injuries, and needs of ill students. Arranges for ambulances and notifies parents as necessary.

9. Maintains records on all accidents, incidents, fire drill, and suspension notices.

10. Works with Seniors on graduation process. Assists principal on graduation arrangements. Prepares diplomas and drafts program.

11. Types a variety of material including letters, student records, reports, memos, and monthly statements. Must be able to handle student information and records in a responsible and confidential manner.

12. Arranges for substitutes and maintains records on all staff members and prepares monthly sub reports for payroll department in District Office.

13. Performs other duties as time allows and may be assigned by the principals and staff.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):

\_\_\_\_\_

# SEC. III - HIGH SCHOOL ACCOUNTS PAYABLE/BOOKKEEPER

JOB TITLE: SEC. III - HIGH SCHOOL ACCOUNTS PAYABLE/BOOKKEEPER

REPORTS TO AND EVALUATED BY: Building Administrator (1) and District Business Manager (2)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma-preference may be given to applicants with experience and/or college education.

Language Skills: Knowledge of business English, spelling and punctuation.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Experience with bookkeeping/budgeting procedures.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions.

Other Skills and Abilities: Ability to demonstrate a high degree of competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees. Maintain strict confidentiality of staff and student personal information. Possess good organizational abilities and skills.

## PERFORMANCE RESPONSIBILITIES:

1. Receives and accounts for all cash flow (such as ASB cards, Family Passes, Clubs, Athletic Events, dances, class fees, fines, pop money, towel fees, donations, student insurance, etc.) through the school, including bank deposits and balances each day. Maintains records for state sales tax.
2. Maintains business book in a manner approved by auditing firm and prepares all books for annual audit.
3. Writes checks for bills authorized to be paid by the building administrator.
4. Maintains and processes records for purchase orders and types purchase orders for all district purchases through the high school.
5. Invests and oversees investments made in the name of the student body.
6. Maintains inventory and receipts in goods.

7. Coordinates and cooperates with the high school principal and school district clerk regarding high school fiscal operation.

8. Posts and files all transactions to accounting program. Generates monthly reports and balances checking account.

9. Acts as public relations agent for the school district when receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.

10. Types a variety of material including letters, student records, reports, memos, and monthly statements. Must be able to handle student information and records in a responsible and confidential manner.

11. Processes incoming and outgoing mail.

12. Helps supervise student office assistants.

13. Performs other duties as time allows and may be assigned by the principals and staff.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# SEC. III-MIDDLE SCHOOL SECRETARY/BOOKKEEPER

JOB TITLE: SEC.III-MIDDLE SCHOOL SECRETARY/BOOKKEEPER

REPORTS TO AND EVALUATED BY: BUILDING ADMINISTRATOR (1) and District Business Manager (2)

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High School diploma-preference may be given to applicants with experience and/or college education.

**LANGUAGE SKILLS:** Knowledge of business English, spelling, and punctuation.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Experience with bookkeeping/budget procedures is needed.

**REASONING ABILITY:** Ability to carry out instructions.

**OTHER SKILLS AND ABILITIES:** Ability to demonstrate a high degree of competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees. Maintain strict confidentiality of staff and student personal information. Possess good organizational abilities and skills.

**PERFORMANCE RESPONSIBILITIES:**

11. Receives and accounts for all cash flow (such as ASB cards, Family Passes, Clubs, Athletic events, dances, class fees, fines, vending machine money, donations, student insurance, etc.) through the school, including bank deposits and balances each day. Maintains records for state sales tax.
12. Maintains business books in a manner approved by the school district's auditing firm and prepares books for annual audit.
13. Writes checks for bills authorized to by the building administrator.
14. Maintains and processes records for purchase orders and types purchase orders for all district purchases through the middle school.
15. Maintains inventory and receipts of goods.
16. Coordinates and cooperates with the middle school principal and school district clerk regarding middle school fiscal operations.
17. Posts and files all transactions to the accounting program. Generates monthly reports and balances checking account.
18. Maintains accurate enrollment records for various reports in a timely manner. Runs daily attendance and tardy reports. Prepares quarterly state attendance reports.
19. Handles student information and records in a responsible and confidential manner.
20. Assists the counselor with Master Schedule for each new year and the scheduling of students into fall classes. Assists the counselor in enrolling new students.
21. Processes mid-term reports and report cards. Develops honor roll lists and promotion information.
22. Selects, trains and oversees student office aides.
23. Arranges for substitutes in the absence of Sec. I-Secretary/Office Assistant.

24. Assists administrator in other such duties as time allows or as assigned.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):

\_\_\_\_\_

# SEC III - JR HIGH SCHOOL SECRETARY

JOB TITLE: SEC III - JR HIGH SCHOOL SECRETARY

REPORTS TO AND EVALUATED BY: Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma-preference may be given to applicants with experience and/or college education.

**Language Skills:** Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions.

**Other Skills and Abilities:** Ability to demonstrate a high degree of competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information. Possess good organizational abilities and skills.

## PERFORMANCE RESPONSIBILITIES:

1. Acts as a public relations agent for the school district while serving as the school's receptionist and by receiving and screening visitors, answering the telephone, providing available information and referring calls and queries to the appropriate school personnel or department.
2. Processes incoming and outgoing mail.
3. Maintains accurate enrollment and attendance records for various reports. Runs daily tardy reports and mails attendance letters home when necessary. Prepares quarterly state attendance reports.
4. Types a variety of materials including letters, student records, reports, memos, and monthly statements. Must be able to handle student information and records in a responsible and confidential manner.
5. Arranges for substitutes and maintains records on all staff members and prepares monthly sub reports for payroll department in District Office.

- 6. Works on graduation program and diplomas.
- 7. Selects, trains and oversees student office aides.
- 8. Maintains inventory and orders all office supplies and consumables.
- 9. Processes mid-term reports and report cards Develops list for honor roll students and eligibility for graduation.
- 10. Assists counselor with Master Schedule for each new year and the scheduling of students into fall classes Enrolls new students and assists in class placement.
- 11. Performs duties relating to students such as administering medications as requested by parent/guardian and record, responding to accidents and illnesses notifying the appropriate people and completes all appropriate forms and records, and other issues as they arise.
- 12. Assumes duties of bookkeeper when bookkeeper is absent.
- 13. Assists administrator and staff in other such duties as time allows or as assigned.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e.– hours/day, days/year):  
\_\_\_\_\_

# SEC. III - ACCOUNTS PAYABLE/GENERAL OFFICE ASSISTANT

JOB TITLE: SEC. III - ACCOUNTS PAYABLE/GENERAL OFFICE ASSISTANT

REPORTS TO AND EVALUATED BY: Superintendent (1) and Business Manager (2)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma-preference may be given to applicants with previous experience and/or college education.

Language Skills: Knowledge of business English, spelling and punctuation with ability to prepare routine letters and communication.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, and percentages.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Personal Computer and Mainframe experience with spreadsheet skills. Knowledge of accounts payable process, including purchase orders, invoices, etc. Ability to establish and maintain effective working relationships with staff, vendors, and the school community and maintain strict confidentiality of staff and student information. Possess good organizational skills.

## PERFORMANCE RESPONSIBILITIES:

1. Processes, prepares and maintains all accounts payable data utilizing the district's computer system.
2. Performs usual office routines and practices associated with a busy, yet productive and smoothly run office and assists where necessary.
3. Performs other such duties as may be assigned by the superintendent or business manager.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# SEC. III ADMINISTRATIVE SECRETARY/RECEPTIONIST

JOB TITLE: SEC. III ADMINISTRATIVE SECRETARY/RECEPTIONIST

REPORTS TO: Superintendent and Business Manager

EVALUATED BY: Superintendent

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma-Preference may be given to applicants with previous experience and/or college education.

**Language Skills:** Knowledge of business English, spelling and punctuation with ability to prepare routine letters and communications.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to carry out instructions.

**Other Skills and Abilities:** Ability to demonstrate a high degree of competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of personal information. Possess good organizational abilities and skills.

## PERFORMANCE RESPONSIBILITIES:

1. Welcomes and screens visitors, answers telephone, provides available information and refers call and queries to the appropriate personnel or department.
2. Represent the school district in a positive manner.
3. Responsible for in-coming and out-going mail. Maintains postage meter.
4. Receives and responds to student record requests. Maintains student files.
5. Maintains and updates district-wide inventory records.
6. Provides secretarial assistance to District Office staff by typing various items of correspondence, memos, policies, purchase orders, contracts, notices, minutes and other documentation as necessary

and as directed by the Superintendent and Business Manager. Transcribe meeting minutes, proof and copy board minutes. Maintain timely filing of items to maintain easy retrieval by staff members.

7. Assists with Responsible for Board file agendas, compilations and mailing as directed by the Superintendent and Business Manager.

8. Maintains staff directory and employee/teacher substitute lists for schools.

9. Responsible for purchase order distribution - mailing, faxing, etc. Responsible for compiling and reporting Attendance and Enrollment to the State Department of Education on a quarterly basis.

10. Other duties as may be assigned by the Superintendent and Business Manager

11. Supports and adheres to all school district policies.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Period of Employment ( i.e. – hours/day, days/year): \_\_\_\_\_

# SECRETARY III: ASSISTANT CLERK-TREASURER/BUSINESS MANAGER

JOB TITLE: Asst. Clerk-Treasurer/Business Manager

REPORTS TO: Superintendent and Business Manager

EVALUATED BY: Business Manager

QUALIFICATIONS: Must have excellent public relation skills and ability to work with all staff members.

Education: High school diploma; preference may be given to applicants with higher education.

Experience: Must have strong organizational skills. Experience using Microsoft Office or other software package a must. Business office experience needed.

Performance Responsibilities:

1. Assists the Board Clerk-Treasurer/Business Manager as needed.
2. Helps prepare Board agendas and gives public notice as required by law and as directed by the Board Clerk. Acts as Clerk for the Board at Board meetings. Prepares minutes of meetings.
3. Assists in election processes as directed by the Board, Superintendent and Business Manager.
4. Assists in bidding processes as directed by the Board, Superintendent and Business Manager.
5. Receipts revenues, prepares bank deposits, records deposits in district checkbook, and enters revenues in accounting software system.
6. Monthly reconciles cancelled payroll and accounts payable checks and deposits with bank statements.
7. Assists with data entry, budgeting, audit processes, running of reports, etc. as directed by the Business Manager.

8. Files documents as needed.

9. Perform other duties as may be assigned by the Superintendent and Business Manager.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

# PAYROLL / PERSONNEL

JOB TITLE: PAYROLL / PERSONNEL

REPORTS TO AND EVALUATED BY: Superintendent and Business Manager

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High school diploma-preference may be given to applicants with experience and/or college education.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals Ability to write routine reports and correspondence

Mathematical Skills: Ability to calculate figures and amounts pertaining to payroll operations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to use a computer with database, spreadsheet and word-processing software Knowledge of or ability to learn personnel legal terminology Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of staff and student personal information Possess good organizational skills.

## PERFORMANCE RESPONSIBILITIES:

1. Processes payroll data for all school district employees and maintains accurate, up-to-date files of all payroll information.
2. Prepares, verifies, and distributes payroll and payroll related checks.
3. Balances payroll and withholding accounts.
4. Prepares required governmental reports; retirement, IRS, W-2's etc.
5. Distributes payroll deductions in compliance with local, state and federal statutes
6. Advertises all openings within the district or with placement offices as requested by supervisor
7. Maintains seniority listings, transfer requests, applications and interview information as required by law.

- 8. Processes new hires according to local, state, and federal regulations.
- 9. Prepares and sends personnel reports to the State Department of Education.
- 10. Maintains and submits attendance reports to the State Department of Education.
- 11. Acquires a general knowledge of the workings of the District Office and performs other duties as may be assigned by the Superintendent or Business Manager.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

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Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# DISTRICT TECHNOLOGY COORDINATOR

JOB TITLE: DISTRICT TECHNOLOGY COORDINATOR

REPORTS TO AND EVALUATED BY: SUPERINTENDENT (1) and Chief Technology Officer (2)

## JOB SUMMARY:

The District Technology Coordinator will assume responsibility for planning, organizing, directing and coordinating the successful operation of District technology systems and programs. The primary function of this position is to provide technology resources to staff, students and a variety of non-instructional processes such as student records, food service, maintenance, and transportation. Will develop long-range plans, procedures and schedules to provide maximum utilization and effectiveness of technology hardware, software and services. Will provide orientation, training, and assistance to staff in the use of technology tools. Will develop and maintain effective communication and working relationships with staff, students and patrons.

## QUALIFICATIONS:

1. Demonstrated successful experience with the integration of technology into the educational setting.
2. Any combination of education and experience equivalent to a bachelor's degree and three years of full time employment in a position responsible for providing technology planning and support in an educational environment.
3. At least five years formal training and/or experience in administering information systems including maintenance of computer components.
4. Experience in staff training and/or curriculum development.
5. Demonstrated leadership and interpersonal skills.

## DUTIES & RESPONSIBILITIES:

1. Implementation and evaluation of the district technology plan.
2. District Technology Committee coordination.
3. Responsible for updating district technology plans and documents.
4. Provides for staff development and in-service training in the use of technology opportunities in the educational setting.
5. Coordinate the successful operation of the district local area networks and wide-area network.
6. Manage district-wide Internet connectivity.
7. Purchase of materials for the implementation of the district technology plan and support of the district-wide technology infrastructure.
8. Coordinate repair and support of technology systems.

- 9. Acquisition and distribution of technology district-wide.
- 10. Attend conferences, workshops and training sessions to continuously update skills.
- 11. Upgrade and support for Student Information System software district-wide.
- 12. General technology support for all district staff.
- 13. Ensuring all necessary service and support tasks are performed in a timely manner.
- 14. Coordinates technology grant writing for competitive and entitlement grants.
- 15. Provide input in district planning, participating in the process as well as implementation.
- 16. Provide training and supervision for the District Technology Assistant

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Policy History:

Adopted on:

Revised on:

# DISTRICT TECHNOLOGY TECHNICIAN

JOB TITLE: DISTRICT TECHNOLOGY TECHNICIAN

REPORTS TO AND EVALUATED BY: Chief Technology Officer (1) and Superintendent (2)

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION:** High school diploma-preference may be given to applicants with previous experience and/or college education

**LANGUAGE SKILLS:** Ability to read and comprehend technical instructions and information. Ability to write simple correspondence as well as technical correspondence. Ability to effectively communicate verbally in one-on-one, small groups and large group situations.

**MATHEMATICAL SKILLS:** Ability to understand and utilize the binary number system.

**REASONING ABILITY:** Apply common sense understanding to carry out written and oral instructions. Ability to trouble shoot computer network and printer systems.

**OTHER SKILLS AND ABILITIES:** Ability to develop effective working relationships with students, staff and the school community.

**PHYSICAL DEMANDS:** Must be able to lift and carry up to forty five pounds. Must possess a valid driver's license. Must have full time availability of a suitable vehicle for transportation to all school district sites (mileage will be reimbursed). Available to work 8:00 a.m. until 5 p.m. during summer months as well as school year.

**EXPERIENCE DEMANDS:** General knowledge of Novell 5.X networking (Novell certificates desirable) Mastery level of DOS and Windows operating systems. Working knowledge of TCP/IP protocol in networking environments.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the district technology coordinator in providing reliable technology systems to all Teton School District staff and students.
2. Installation, configuration and repair of computers and other technology tools district wide.
3. Provide limited staff training and logistical support of such things as purchase requests, e-rate follow-up and inventory.
4. Training and supervision of student helpers.

- 5. Keep district technology coordinator informed as to status and needs of technology systems district wide.
- 6. Perform any other duties assigned by the district technology coordinator.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will." The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year):  
\_\_\_\_\_

# DISTRICT –WIDE TECHNOLOGY TECHNICIAN II

JOB TITLE: DISTRICT-WIDE TECHNOLOGY TECHNICIAN II

REPORTS TO: Chief Technology Officer (1) and Superintendent (2)

JOB SUMMARY: The Technology Technician II will support the various building LAN's; trouble-shoot wiring problems and other computer hardware and software problems; and assist staff in the use of computer equipment and software.

The scope of responsibility for this position encompasses the building Novell server(s), LAN, classroom/lab workstations and office workstations. Primary responsibility is technical assistance to building staff in the use of technology hardware and software. With respect to classrooms/labs and offices, will work closely with the District-Wide Technology Coordinator by insuring equipment is in a working condition and by installing needed software. Secondary responsibility includes working to insure that building LAN's are operational. Tertiary responsibility includes assisting the building staff administer building Novell Servers.

The Technology Technician exercises care, diligence, and skill in performing any tasks necessary for the efficient operation of the building networks.

QUALIFICATIONS: High school diploma; AAS degree in IT or equivalent and BS degree is desirable.

One (1) year experience in Novell network environment. Additional experience is desirable.

Two (2) years experience with Microsoft operating systems (DOS, Win 3.x, Win 9x, XP). Additional experience is desirable.

Two (2) years experience in performance of trouble-shooting techniques to diagnose and repair computers and related peripherals- A+ Certification.

Two (2) years experience working with LAN cabling, hubs, switches, NIC's and routers- Completion of Cisco I, II, III, IV or Eq.

Two (2) years experience using anti-virus and e-mail software. Additional experience is desirable. Excellent written and spoken communications skills.

## DUTIES & RESPONSIBILITIES:

1. Assist the Network Administrator in monitoring building file server performance and LAN/WAN equipment; in upgrading building file server hardware; and in installation and upgrading server software

- 2. Insure LAN network stability in all buildings.
- 3. Assist building personnel with backups of building data.
- 4. Work in concert with all technology team members.
- 5. Communicate and work well with school non-technical staff.
- 6. Upgrade client and server software as needed.
- 7. In close coordination with Network Administrator, assist building personnel on web page content and deployment.
- 8. Assist Network Administrator catalog all computer inventories.
- 9. Help monitor LAN congestion and traffic.
- 10. Provide technical support for building personnel.
- 11. Assist IS Manager in professional development budget preparation.
- 12. Informs manager of problems of non-compliance nature that requires management action.
- 13. Work effectively under pressure.
- 14. Perform other duties as assigned by the IS Manager.
- 15. Will travel throughout the District so must possess a valid driver's license and an automobile.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Teach employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Policy History:

Adopted on:

Revised on:

# WORKFORCE INVESTMENT ACT (WIA) FACILITATOR

JOB TITLE: WIA FACILITATOR

REPORTS TO AND EVALUATED BY: WIA Case Manager and Building Administrator

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** High school diploma – preference may be given to applicants with experience and/or college education.

**Language Skills:** Knowledge of business English, spelling and punctuation with the ability to prepare: routine letters and communications, thorough and accurate case notes for each participant, individualized training plans.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimal. Experience with bookkeeping/budgeting procedures.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions. Ability to solve problems and conflicts and to prioritize tasks.

**Other Skills and Abilities:** Ability to demonstrate a high degree of competence in typing, filing, and computer knowledge. Knowledge of bookkeeping processes including accounts payable (purchase orders/vouchers, invoices) and accounts receivable (billing, statements). Ability to establish and maintain effective working relationships with WIA participants, school staff, WIA grants managers at state level, members of the business community, and vendors. Ability to maintain strict confidentiality of staff and student information. Possess good organizational skills.

## PERFORMANCE RESPONSIBILITIES:

1. Develops and carries out advertising/recruitment strategies to attract new participants.
2. Determines participant eligibility based on WIA standards and procedures to include utilizing necessary forms and contacting appropriate agencies for verification.
3. Identifies and/or arranges training, work experience, and supportive services as needed to assist participants in achieving occupational and educational goals.
4. Contacts work/training sites to solicit participation and monitors progress of participant once they begin a work experience/internship.
5. Issues vouchers for supportive services and maintains an obligation control register to track spending on participants.

- 6. Completes monthly billing to Idaho Commerce and Labor for WIA personnel expenses incurred by school district and submit by 5th of every month.
- 7. Enters participant information into the MIS on-line system in a timely manner.
- 8. Maintains accurate case files.
- 9. Monitors participants' enrollment and progress in secondary school or GED. program.
- 10. Performs other such duties as may be assigned by the WIA Case Manager or building administrator.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district-wide administration office.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 4: EXTRA-CURRICULAR PERSONNEL

## HEAD FOOTBALL COACH

JOB TITLE: HEAD FOOTBALL COACH

REPORTS TO AND EVALUATED BY: Athletic Director(1) and School Principal (2)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education: High school diploma-experiences and or college education. Idaho Teaching Certification or ACEP Certification. Current 1st Aid and CPR.

Reasoning Ability: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

Organize fundraisers.

2. Attend coach's clinics, attend rules meetings, lead football camp.

3. Supervise coaches meetings and game film study.

4. Organize and attend practices for team.

5. Paint the football field once a week during the season.

6. Plan and organize awards banquet.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Attend all practices. Check paperwork i.e. proof of insurance, code of conduct, towel fees, physicals, and daily attendance and injury reports.

2. Organize daily practice schedules for assistant coaches and weekly game rosters.

3. Attend the All-League selection meeting.

4. Order equipment each year.
5. Calling college coaches for future recruitment of players.

PERSONAL RESPONSIBILITIES:

1. Plan practices, develop stat sheets, and develop press stat sheets.
2. Work with athletes, coaches, parents, other coaches, referees, news reporters and community members.
3. Oversee locker room supervision, secure building and equipment when leaving.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## HEAD ASSISTANT FOOTBALL COACH

JOB TITLE: HEAD ASSISTANT FOOTBALL COACH

REPORTS TO AND EVALUATED BY: High School Principal/Athletic Director/Head Football Coach.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education: High school diploma-experiences and or college education. Current 1st Aid and CPR, Teaching Certification—State of Idaho or ACEP certification.

Reasoning Ability: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Involved in pre and post season meetings, Sunday evening game films, 9 varsity games, JV games, State play-offs.
2. Pre-season practice is 6 days a week for 2-2½ hours each. Season practice is 4 days a week for 2-3 hours a day.
3. Season length is mid- August through mid to late November.
4. 50-80 students involved.
5. Above duties are at the discretion of the Head Coach.
6. Help organize and plan awards banquet.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Prepare athletes for vigorous physical training and mentally for the games.
2. Prepared for coaching, teaching, parent contact, training room supervision and any required paperwork.

**PERSONAL RESPONSIBILITIES:**

1. Assist in planning practices; develop stat sheets; and develop press stat sheets throughout the season.
2. Assisting in work with athletes, coaches, parents, other coaches, referees, news reporters and community members.
3. Assist in locker room supervision, secure building and equipment when leaving.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## ASSISTANT FOOTBALL COACH

JOB TITLE: ASSISTANT FOOTBALL COACH

REPORTS TO AND EVALUATED BY: Head Coach, Athletic Director &amp; Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education: High school diploma-experiences and or college education. Current CPR and First Aid.

Reasoning Ability: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Involved in pre and post season meetings, Sunday evening game films, JV games, State play-offs.
2. Pre-season practice is 6 days a week for 2-2½ hours each. Season practice is 4 days a week for 2-3 hours a day.
3. Season length is mid- August through mid to late November.
4. 50-80 students involved.
5. Above duties are at the discretion of the Head Coach.
6. Help organize and plan awards banquet.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Prepare athletes for vigorous physical training and mentally for the games.
2. Prepared for coaching, teaching, parent contact, training room supervision and any required paperwork.

## PERSONAL RESPONSIBILITIES:

1. Assist in planning practices; develop stat sheets; and develop press stat sheets throughout the

season.

2. Assisting in work with athletes, coaches, parents, other coaches, referees, news reporters and community members.
3. Assist in locker room supervision, secure building and equipment when leaving.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## HEAD BOYS BASKETBALL COACH

JOB TITLE: HEAD BOYS BASKETBALL COACH

REPORTS TO AND EVALUATED BY: Activities Director and Principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current First Aid or CPR, teaching certification—State of Idaho, or ACEP certification.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Practice planning (3-5 hrs. per day, 6 days per week).
2. Practice (3 hrs. per day, 6-7 times per week).
3. 20 regular season games; 2-3 games per district play-offs; 2-3 games per state season length; summer (6 weeks); regular season length Nov.-Mar.
4. Players involved: 30-35.
5. Plan and organize awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES: Planning, organizing, preparation, evaluation, reevaluation of programs and coaches.

PERSONAL RESPONSIBILITIES:

1. Philosophy: program development and philosophy of program development.
2. Style of play: selection of offense and defense.
3. Team selections: selection at various levels.

4. Evaluations: year-round evaluation of different levels.
5. Development: work with all levels—establish sound program.
6. Program: establish summer program, summer camp, and written program for all players.
7. Practice: establish practice sessions and schedule.
8. Goals: establish goals and target dates for programs at all levels.
9. Communication: establish communication with fellow coaches, staff, administration, community, and civic organizations about the program.
10. Coordinate: final scouting reports, videos, stats, and final evaluation of program.
11. Policies: establish, coordinate, and recommend policies and procedures and regulations dealing with the program as an integral part of educational process.
12. Equipment: care of buying and taking care of equipment.
13. Reporting: reporting all inventory, finances, and final evaluation.
14. Activities: support other programs in the school and develop interest in players in other programs.

TERMS OF EMPLOYMENT: This position shall be considered in all respects “employment at will”. The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator’s office and the district wide-administration office.

## JV VOLLEYBALL COACH

JOB TITLE: JV VOLLEYBALL COACH

REPORTS TO AND EVALUATED BY: Head coach, AD and Principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR certification..

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. 15 regular season dates with 3 tournaments. Assist Varsity coach with district tournament and possible 2-day state tournament.

2. 20-50 hours per week depending on schedule.

3. Season length: mid-August to the 1st of November.

4. Pre-season twice-a-day practices.

5. Optional: Assist Varsity coach with Volleyball camp and open gyms.

6. Help plan and organize awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES: During summer months:

1. Plan practices, assist Varsity coach with tryouts, home tournaments.

2. Take and compile stats for season matches.

3. Hand out, collect, and inventory uniforms.

4. Set up and maintain equipment through the season and store during off-season.
5. Assist head coach in proper registration of athletes.
6. Assume supervisory control for players and assigned team.
7. Support and adhere to athletic code and players responsibility and commitment to program.
8. Teach fundamentals and skills through logical progression that will enable athletes to develop their skills.

PERSONAL RESPONSIBILITIES:

1. Have understanding and knowledge of rules and regulations of the sport.
2. Keep abreast of innovative ideas and techniques through reading and attendance of clinics and workshops.
3. Work with athletes, coaches, parents, and administration for the benefit of the program.
4. Oversee locker room, bus trips; secure equipment and building when leaving.
5. Assist head coach in carrying out assigned responsibilities.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## C-TEAM BOYS BASKETBALL COACH

JOB TITLE: C-TEAM BOYS BASKETBALL COACH

REPORTS TO AND EVALUATED BY: Head Coach, AD and Principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current CPR and First Aid cards.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Practice time (2-2 ½ hrs., 5-6 times per week).
2. 15-20 regular season games
3. Season length: Nov.-Feb.
4. Help plan and organize awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Responsible for style of play coordinated with the head coach.
2. Running drills suggested by the head coach.
3. Establish sound offensive and defensive fundamentals and game plans for players.
4. Complete charge of freshmen, evaluating players at all times and communicating to the varsity coach.
5. Responsible for running drills that the varsity coach suggests. This means drills that may benefit team success.

6. Run other drills he feels will be beneficial.
7. Responsible for eligibility of his team and checking with teachers of grades and related problems.
8. Responsible for some communication and coordination with feeder schools.
9. Responsible for player breakdown, selection criteria, and evaluation with the help of the head coach.
10. Responsible for player development with emphasis on fundamentals.
11. Responsible for the care of injuries and equipment for all freshmen.
12. Responsible for evaluations of players and communicating with the head coach on individual player assessments.
13. Responsible for attending varsity games when not scouting.

PERSONAL RESPONSIBILITIES:

See program-performance responsibilities.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## HEAD GIRLS BASKETBALL COACH

JOB TITLE: HEAD GIRLS BASKETBALL COACH

REPORTS TO AND EVALUATED BY: Principal and Athletic Director.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR, teaching certification—State of Idaho, or ACEP certification.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. 20 games per season, daily practice, summer programs, and fundraiser.

2. Practice Mon.-Fri. (2 hrs.), games (4 hrs.), possible overnight trips.

3. Season length end of Oct.-Feb.

4. Manage Varsity, JV, and C-Team players and managers.

5. Plan and organize awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Required paperwork from the district.

2. Mentally and physically prepare athletes.
3. Organize fundraisers, support Booster Club.
4. Order inventory and maintain equipment.
5. Follow district, school, and team policy.
6. Make team selections.
7. Guide and support JV, C-team, and Jr. High coaches.
8. Prepare daily practice plans.
9. Assign duties to JV and Freshman coach.

PERSONAL RESPONSIBILITIES:

1. Organize paperwork, equipment, players, and finances.
2. Openly communicate with players, referees, and opposing teams.
3. Remain professional even when tension is high.
4. Make sure building is secure and all athletes have left before leaving.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set

forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## JV GIRLS BASKETBALL COACH

JOB TITLE: JV GIRLS BASKETBALL COACH

REPORTS TO AND EVALUATED BY: High School Principal/Athletic Director/Head Coach

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Involved in 20 games per season, daily practice, summer programs and fund-raisers.
2. Practice is Mon-Fri. (2 hrs) Games (4 hrs) and overnight trips (2).
3. Knowledge of the game of basketball, previous playing experience helpful.
4. Season length is November-February.
5. JV players 10 with managers.
6. Plan and organize awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Required paperwork from the district.
2. Mentally and physically prepare athletes.
3. Organize fund-raisers for long distance/overnight trips (food and lodging not provided for by the district).

PERSONAL RESPONSIBILITIES:

1. Organize paperwork, equipment, players and finances.
2. Openly communicate with players, parents, referees and opposing teams.
3. Remain professional even when tension is high.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## C-TEAM GIRLS BASKETBALL COACH

JOB TITLE: C-TEAM GIRLS BASKETBALL COACH

REPORTS TO AND EVALUATED BY: Head Coach, Athletic Director and Principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current CPR and First Aid cards.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Approximately 15 games; daily practice; summer programs; and fundraisers.

2. Practice Mon.-Fri. (1½ hrs.); games (4 hrs.)-including Saturday

3. Organize and plan awards banquet.

4. Season length Nov.-Feb.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Knowledge of the game of basketball, previous playing experience is helpful.

2. Required paperwork from the district.

3. Mentally and physically prepare athletes.
4. Follow guidance, recommendations, and suggestions from head coach.
5. Follow district, school, and team policy.

PERSONAL RESPONSIBILITIES:

1. Organize paperwork, equipment, players, and finances.
2. Openly communicate with players, parents, referees, and opposing teams.
3. Remain professional even when tension is high.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## HEAD VOLLEYBALL COACH

JOB TITLE: HEAD VOLLEYBALL COACH

REPORTS TO AND EVALUATED BY: Principal and Athletic Director

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Idaho State Teaching Certificate or ACEP Certification. Current 1st Aid and CPR.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. 15 Regular season dates with 3 tournaments, assist Varsity coach with district tournament and possible 2-day state tournament.

2. 20-50 hours per week depending on schedule.

3. Season length is mid August to 1st of November.

4. Pre-season practices are twice a day.

5. Optional: Assist Varsity coach with a volleyball camp in the summer, grades 5-12, and run open gyms 2 times per week during summer months.

6. Plan and organize awards banquet.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Plan practices, run tryouts, set up home tournaments for Freshman and JV teams.
2. Direct freshman and JV coaches, evaluate referees each match, keep stats and call in each match to local and regional newspapers.
3. Keep current records for recruitment purposes.
4. Handout, collect and inventory uniforms.
5. Set up and maintain equipment through the season and store during off-season.
6. Attend pre-season rules committee meeting and all league selection meeting.
7. Set up awards banquet, order awards and present during banquet.
8. Attend Booster Club meetings or designate representative.

**PERSONAL RESPONSIBILITIES:**

1. Plan practices, develop stat sheets, and develop press stat sheets.
2. Work with athletes, coaches, parents, other coaches, referees, news reporters and community members.
3. Oversee locker room supervision; secure building and equipment when leaving.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be

required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## JV VOLLEYBALL COACH

JOB TITLE: JV VOLLEYBALL COACH

REPORTS TO AND EVALUATED BY: Head coach, AD and Principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR certification.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. 15 regular season dates with 3 tournaments. Assist Varsity coach with district tournament and possible 2-day state tournament.

2. 20-50 hours per week depending on schedule.

3. Season length: mid-August to the 1st of November.

4. Pre-season twice-a-day practices.

5. Optional: Assist Varsity coach with Volleyball camp and open gyms.

6. Help plan and organize awards banquet.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:** During summer months:

1. Plan practices, assist Varsity coach with tryouts, home tournaments.
2. Take and compile stats for season matches.
3. Hand out, collect, and inventory uniforms.
4. Set up and maintain equipment through the season and store during off-season.
5. Assist head coach in proper registration of athletes.
6. Assume supervisory control for players and assigned team.
7. Support and adhere to athletic code and players responsibility and commitment to program.
8. Teach fundamentals and skills through logical progression that will enable athletes to develop their skills.

**PERSONAL RESPONSIBILITIES:**

1. Have understanding and knowledge of rules and regulations of the sport.
2. Keep abreast of innovative ideas and techniques through reading and attendance of clinics and workshops.
3. Work with athletes, coaches, parents, and administration for the benefit of the program.
4. Oversee locker room, bus trips; secure equipment and building when leaving.
5. Assist head coach in carrying out assigned responsibilities.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## C-TEAM VOLLEYBALL COACH

JOB TITLE: C-TEAM VOLLEYBALL COACH

REPORTS TO AND EVALUATED BY: Head Coach, AD and Principal.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current CPR and First Aid cards.

Reasoning Ability: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Season length is August to October and 1 week in June.

2. Usually 18 games.

3. 12-18 students involved.

4. Help plan and organize awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Regular attendance at all games and practice sessions.

2. Apply discipline in a firm and positive manner.

3. Recommend schedule improvements.
4. Recommend athletes for awards.
5. Assist in implementing athletic objectives outlined in Coach's Handbook.
6. Assume responsibility for constant care of equipment and facilities.
7. Assume supervisory control over athletes and teams assigned.
8. Meet with squad to discuss all rules and regulations, with specific emphasis on the Athletic Code.
9. Carry out all "Regulations for Coaches" as described in the handbook.
10. Assist in proper registration of all athletes.
11. Assist head coach in providing accurate information needed to compile eligibility lists and other reports.

**PERSONAL RESPONSIBILITIES:**

1. Have understanding knowledge of rules and regulations regarding the sport as presented in the State Activities Association Handbook.
2. Keep abreast of all rules, rule changes, new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
3. Assist head coach in carrying out assigned responsibilities.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## HEAD WRESTLING COACH

JOB TITLE: HEAD WRESTLING COACH

REPORTS TO AND EVALUATED BY: High School Principal and Athletic Director

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Idaho Teaching Certificate or ACEP Certification. Current 1st Aid and CPR.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. 25 different meetings and events.
2. 483 after school hours.
3. Supervise other assistant coaches and athletes.
4. Scheduling
5. Supervise practices.
6. Length of season is 75 days.
7. 30-40 athletes involved.
8. Plan and organize awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Complete state record and four other state forms for each wrestler.
2. Referee evaluation for each event, accident reports etc.

**PERSONAL RESPONSIBILITIES:**

1. Plan practices, develop stat sheets, and develop press stat sheets.
2. Work with athletes, coaches, parents, other coaches, referees, news reporters and community members.
3. Oversee locker room supervision, secure building and equipment when leaving.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## ASST.WRESTLING COACH

JOB TITLE: ASST.WRESTLING COACH

REPORTS TO AND EVALUATED BY: Head Wrestling Coach, Athletic Director & Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. 25 meetings and events.

2. 483 after-school hours.

3. Supervise athletics.

4. Length of season: 75 days.

5. 30-40 athletes.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

Assist the head coach with state and referee forms and evaluations.

## PERSONAL RESPONSIBILITIES:

1. Help plan practices.
2. Work with athletes, coaches, parents, referees and community members.
3. Oversee locker room supervision; secure building and equipment when leaving.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**BOYS HEAD TRACK COACH**

JOB TITLE: BOYS HEAD TRACK COACH

REPORTS TO AND EVALUATED BY: High School Principal and Athletic Director.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR, Teaching Cert.—State of Idaho or ACEP certification.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

Hours-Time-Events-Activities:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

- Nine meets per season, plus district and state meets.
  
- Organize pre-season meeting with coaches to organize for season.
  
- Organize and plan post-season awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Is responsible for assuring that he/she and his/her assistants know the rules in the State Activities Association Handbook, and at all times, abide them.
  
2. Is responsible for seeing that each student turning out has had a physical exam subsequent to August 15th of the current school year, and that he has adequate insurance coverage as specified by the State Activities Association and the local policy.

3. Is responsible for the general health and welfare of students in his/her sport and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated. Sophomores, junior varsity teams.
4. Is in charge of assignments and duties of assistant coaches who work in his/her sport.
5. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the athletic director, and is to keep the director informed of practice schedules during any holiday period.
6. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
7. Reports weekly while his/her sport is in season to the athletic director with regard to the developments in his/her program.
8. Is directly responsible for a complete inventory of the equipment used for his/her sport/and provide requests for purchases per school policy.
9. At the end of the season, writes an annual report evaluating the program and make recommendations for improvements.
10. Is responsible for keeping records as requested by the athletic director.
11. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.
12. Is responsible for the organization and staffing of all home meets.

PERSONAL RESPONSIBILITIES:

1. Plan practices, develop stat sheets, and develop press stat sheets.
2. Work with athletes, coaches, parents, other coaches, referees, news reporters and community members.

3. Oversee locker room supervision, secure building and equipment when leaving.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## ASST. BOYS TRACK COACH

JOB TITLE: ASST. BOYS TRACK COACH

REPORTS TO AND EVALUATED BY: Head Track Coach, AD, & Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Nine meets per season, plus district and state meets.
2. Organize pre-season meeting with coaches to organize for season.
3. Organize and plan post-season awards banquet.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Required paperwork from the district.
2. Mentally and physically prepare athletes.
3. Organize fund-raisers for long distance/overnight trips (food and lodging not provided for by the district).

4. Knowledge of the sport and previous experience helpful.
5. Follow district, school, and team policy.

PERSONAL RESPONSIBILITIES:

1. Organize paperwork, equipment, players and finances.
2. Openly communicate with players, parents, officials and opposing teams.
3. Remain professional even when tension is high.
4. Assist Varsity coach in practices and games.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## GIRLS HEAD TRACK COACH

JOB TITLE: GIRLS HEAD TRACK COACH

REPORTS TO AND EVALUATED BY: High School Principal and Athletic Director.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Idaho Teaching Certification or ASEP Certification. Current 1st Aid and CPR Certification.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

- Nine meets per season, plus district and state meets.
  
- Organize pre-season meeting with coaches to organize for season.
  
- Organize and plan post-season awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Is responsible for assuring that he/she and his/her assistants know the rules in the State Activities Association Handbook, and at all times, abide them.
  
2. Is responsible for seeing that each student turning out has had a physical exam subsequent to August 15th of the current school year, and that he has adequate insurance coverage as specified by the State Activities Association and the local policy.

3. Is responsible for the general health and welfare of students in his/her sport and gives appropriate attention to athletes who are injured or ill or otherwise incapacitated.
4. Is in charge of assignments and duties of assistant coaches who work in his/her sport.
5. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the athletic director, and is to keep the director informed of practice schedules during any holiday period.
6. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
7. Reports weekly while his/her sport is in season to the athletic director with regard to the developments in his/her program.
8. Is directly responsible for a complete inventory of the equipment used for his/her sport.
9. At the end of the season, writes an annual report evaluating the program and make recommendations for improvements.
10. Is responsible for keeping records as requested by the athletic director.
11. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.
12. Is responsible for the organization and staffing of all home meets.

**PERSONAL RESPONSIBILITIES:**

1. Plan practices, develop stat sheets, and develop press stat sheets.
2. Work with athletes, coaches, parents, other coaches, referees, news reporters and community members.

3. Oversee locker room supervision, secure building and equipment when leaving.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when

and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## ASST. GIRLS TRACK COACH

JOB TITLE: ASST. GIRLS TRACK COACH

REPORTS TO AND EVALUATED BY: Head Track Coach, AD, &amp; Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education. Current 1st Aid and CPR.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Nine meets per season, plus district and state meets.
2. Organize pre-season meeting with coaches to organize for season.
3. Help organize and plan post-season awards banquet.

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Required paperwork from the district.
2. Mentally and physically prepare athletes.
3. Organize fund-raisers for long distance/overnight trips (food and lodging not provided for by the district).

4. Knowledge of the sport and previous experience helpful.
5. Follow district, school, and team policy.

PERSONAL RESPONSIBILITIES:

1. Organize paperwork, equipment, players and finances.
2. Openly communicate with players, parents, officials and opposing teams.
3. Remain professional even when tension is high.
4. Assist Varsity coach in practices and games.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## HEAD COACH GOLF

JOB TITLE: HEAD COACH GOLF

REPORTS TO AND EVALUATED BY: AD, Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma--experiences and or college education. Current 1st Aid and CPR, teaching certification—State of Idaho, or ACEP certification.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Pre-season practices in classroom.
2. Phone-calling for last minute scheduling.
3. Plan and organize awards banquet.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Rigid practice schedule, especially when course opens.
2. Update rules information to golfers.
3. Is responsible for the organization and staffing of all home meets.

## PERSONAL RESPONSIBILITIES:

1. Liaison between clubhouse and public.
2. Etiquette manager and troubleshooter.
3. Monitor speed of play, especially beginners.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**CROSS COUNTRY HEAD COACH**

JOB TITLE: CROSS COUNTRY HEAD COACH

REPORTS TO AND EVALUATED BY: Principal and Athletic Director

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Needs to be able to organize, train, motivate and sustain a group of runners with varying abilities and mold them into a self-sacrificing unit.

**EDUCATION:** High school diploma-experiences and or college education. Need to have courses in kinesiology, conditioning, first aid, and distance-running theory. Idaho Teaching Certification or ACEP Certification. Current 1st Aid and CPR.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Help train runners at all levels to develop a tactical race strategy for each of the unique courses they will run.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Practice is 6 days a week.

2. Meets are on Saturdays including 2 overnight trips.

3. Train, maintain, motivate and organize runners.

4. 20-35 students involved.

5. Plan and organize awards banquet.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Keep a log of each days training.
2. Train captains and managers, maintain an inventory.

## PERSONAL RESPONSIBILITIES:

1. Needs to be able to organize practice for both male and female runners.
2. Motivate runners and work with parents and members of the community who support runners.
3. Must maintain decorum when dealing with athletes' parents and community members.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## DIRECTOR OF BANDS

JOB TITLE: DIRECTOR OF BANDS

REPORTS TO AND EVALUATED BY: Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

**1. Supervise student athlete safety, injury prevention, concussion awareness, and prohibit any practice of bullying, hazing or harassment of any type, and report any claims of such incidents immediately to Athletic Director and/or Principal.**

1. Direct all band activities for grade 6-12. Includes concerts, athletic events, festivals and community events.

2. Length of season is the school year.

3. 300 students involved in grades 6-12.

4. Fall sport season - 10 games

5. Winter sport season - 20 games

6. Pep Band to play at no more than one game per week and limit those games to league games only. To include both the Fall Season (Football & Volleyball) and the winter season (Girls & Boys Basketball & Volleyball) The Athletic/Activity Director and/or Principal should assist in determining at which games the Pep Band will perform.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Grade students.

## PERSONAL RESPONSIBILITIES:

1. Plan practices.
2. Work with coaches, parents, news reporters and community members.
3. Oversee student supervision and school equipment and materials.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**DIRECTOR OF CHOIR**

**JOB TITLE: DIRECTOR OF CHOIR**

**REPORTS TO AND EVALUATED BY: High School Principal**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Length of season is the school year.
2. Direct students participating in this program.
3. Direct all choir activities for the assigned schools. Includes concerts, festivals and community events.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Co-ordinate use of other buildings such as auditorium, gym for extra rehearsals and concerts.
2. Direct, chaperone, critique, perform and organize music events.
3. Assist outlying non-certified elementary music teachers with curriculum and ordering equipment.

**PERSONAL RESPONSIBILITIES:**

1. Travel between schools.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**SENIOR CLASS ADVISOR (3)****JOB TITLE: SENIOR CLASS ADVISOR (3)****REPORTS TO AND EVALUATED BY: Principal**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. 18 meetings, 12 games, 5 homecoming events, 2-3 dances, graduation and senior sneak.
2. Season length is the school year.
3. Approximately 128 hours after school time.
4. Chaperone, organize, decorate, sell concessions, purchase supplies, make posters and collect money.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Keep in contact with principal - liaison between senior class and principal.
2. Organize committees to cover assigned duties.

**PERSONAL RESPONSIBILITIES:**

1. Help the senior class president to recruit help from many students.
2. Try to make the work enjoyable and run smoothly.
3. Deal with student egos and hurt feelings.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## JUNIOR CLASS ADVISOR (2)

JOB TITLE: JUNIOR CLASS ADVISOR (2)

REPORTS TO AND EVALUATED BY: High School Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

1. Many noon meetings, constantly during homecoming week and also week or two prior to.
2. All JV football games concessions, many home basketball game and the homecoming game (4hour shifts)
3. Supervising ballots/ballot counting (1-2 hrs), hall decorating (homecoming- Saturday-4 hrs) building bonfire (1-2 hrs), float, barn, hallway clean-up (1-2 hrs) and haul, set-up, remove chairs for graduation, move to football field if nice ( 4-6 hrs on Saturday).

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Sign up for events, monitor students and get them involved.
2. Try to get parental involvement.

## PERSONAL RESPONSIBILITIES:

1. Keep track of and calendar events.
  
2. Involve students and parents with support of community.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**SOPHOMORE CLASS ADVISOR**

**JOB TITLE: SOPHOMORE CLASS ADVISOR**

**REPORTS TO AND EVALUATED BY: High School Principal**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. 6-10 meetings at noon.
2. Chaperone concessions and dances (depend on the number signed up for).
3. Responsible for bonfire clean-up.
4. Chaperone float building and bonfire.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Sign up for events, monitor students and get them involved.
2. Try to get parental involvement.

**PERSONAL RESPONSIBILITIES:**

1. Keep track of and calendar events.
  
2. Involve students and parents with support of community.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## FRESHMAN CLASS ADVISOR (2)

JOB TITLE: FRESHMAN CLASS ADVISOR (2)

REPORTS TO AND EVALUATED BY: High School Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

1. 5-10 noon meetings.
2. Supervise homecoming activities, concession stand and dances.
3. Length of season is school year.
4. 20-30 students involved.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Get approval from principal for all activity involvement.
2. Request parental assistance for dance chaperones.
3. Assign duties at homecoming meetings.

**PERSONAL RESPONSIBILITIES:**

1. Able to work well with 15-16 year old students.
2. Involve students and parents with the support of the community.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**STUDENT COUNCIL****JOB TITLE: STUDENT COUNCIL****REPORTS TO AND EVALUATED BY: High School Principal**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Usually two meetings per week at lunch.
2. Supervise meetings, help with fund-raisers, direct homecoming, supervise scholarship selections, etc.
3. Advisor is for the school year.
4. 30 students involved.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Advisor must be the direct link between the student body and supervisors and secretaries.
2. Organize and help students in all their activities.
3. Supervision opportunities at dances, concessions, homecoming activities and fund-raisers.

**PERSONAL RESPONSIBILITIES:**

1. Keep files and information of all activities.
2. To act as a liaison between students and other adults.
3. Subtly guide students. Let them run their own government.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**NATIONAL HONOR SOCIETY ADVISOR**

**JOB TITLE:** NATIONAL HONOR SOCIETY ADVISOR

**REPORTS TO AND EVALUATED BY:** Principal

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. 1-2 meetings per month.
2. 60+ students involved.
3. NHS dance, selection of students, induction ceremony, Christmas party, food drive, annual trip to the Opera House, Honor Cord Banquet and sponsor Idaho Shakespeare performances.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Ratings of potential members

**PERSONAL RESPONSIBILITIES:**

1. Involve students and parents with the support of the community.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**ANNUAL ADVISOR**

**JOB TITLE:** ANNUAL ADVISOR

**REPORTS TO AND EVALUATED BY:** High School Principal

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Learn PageMaker program and master it.
2. Teach: journalism, darkroom procedures, layout design, cropping, picture taking techniques, advertisement sales, yearbook sales, and accounting.
3. To produce a yearbook based on student work that reflects current year's activities, student body, and faculty.

**PERSONAL RESPONSIBILITIES:**

1. To organize yearbook, student duties, edit all pictures, and copy submitted.
2. Work with publishing representative and company to agree on contract and keep contract.

3. Troubleshoot, order materials, monitor all money, teach “basics” as listed above.

TERMS OF EMPLOYMENT: This position shall be considered in all respects “employment at will”. The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator’s office and the district wide-administration office.

**ALL SCHOOL PLAYS****JOB TITLE: ALL SCHOOL PLAYS****REPORTS TO AND EVALUATED BY: Principal**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education:** High school diploma-experiences and or college education.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Other Skills:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

Hours beyond classroom instruction may include lunch, after school, and weekend practices and performance times. Flexible time necessary from meeting with sponsors, advertisers, printers, colleagues, parents, and students.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Budget monies for advertising, prop purchases, backdrop and stage expenses, costuming, etc. Budget incoming money from show sales.
2. Advertise/work with community members to promote shows.
3. Work one-on-one with students in memorization, blocking, and rehearsals. Work in-group with students in memorization, blocking, and rehearsals.
4. Troubleshoot arising problems.

**PERSONAL RESPONSIBILITIES:**

1. Keep track of and calendar events.

2. Involve students and parents with support of community.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**DRILL TEAM ADVISOR**

**JOB TITLE: DRILL TEAM ADVISOR**

**REPORTS TO AND EVALUATED BY:** Athletic Director, and Principal.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education:** High school diploma-experiences and or college education. Current 1st Aid and CPR.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Other Skills:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Attend all practices, games, summer camp, fund-raisers and special clinics.
2. Organize, and supervise team selection, practices and games. Needs to be a liaison between cheerleaders and coaches. Coordinates schedules and activities. Needs to have a technical knowledge of stunts and spotting.
3. Season length August 5th through May 1st.
4. 22-25 students involved.
5. Twice-weekly practice and weight training supervision.
6. Plan and organize awards and banquet.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Needs to mediate, have conflict resolution skills and model effective behavior.

2. Needs to be upbeat, positive; a supportive attitude is essential.
3. Supervise all areas team uses.

PERSONAL RESPONSIBILITIES:

1. Needs to mediate, have conflict resolution skills and model effective behavior.
2. Needs to be upbeat, positive and a supportive attitude is essential.
3. Supervise all areas team uses.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**CHEERLEADER ADVISOR**

**JOB TITLE: CHEERLEADER ADVISOR**

**REPORTS TO AND EVALUATED BY:** High School Principal and Athletic Director.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education. Current 1st Aid and CPR certification.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Attend all practices, games, summer camp, fund-raisers and special clinics.
2. Supervise practices and games. Needs to be a liaison between cheerleaders and coaches.
3. Coordinates schedules and activities, schedules and plans pep assemblies,
4. Needs to have a technical knowledge of stunts and spotting.
5. Season length August 5th through May 1st.
6. 22-25 students involved.
7. Twice weekly practice and weight training supervision.
8. Responsible for and organize post season awards and banquet.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Arrange substitute chaperones if advisor unable to attend out of town games.
2. Order necessary items (i.e. shoes, bloomers).

**PERSONAL RESPONSIBILITIES:**

1. Needs to mediate, have conflict resolution skills and model effective behavior.
2. Needs to be upbeat, positive and a supportive attitude is essential.
3. Supervise all areas cheerleaders' use.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## JUNIOR HIGH CHORAL

JOB TITLE: JUNIOR HIGH CHORAL

REPORTS TO AND EVALUATED BY: Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

1. Length of season is the school year.
2. Direct all choir activities for the assigned schools. Includes concerts, festivals and community events.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Coordinate use of facilities such as the auditorium, gym, and music room for extra rehearsals and concerts.
2. Direct, chaperone, critique, perform, and organize music events.
3. Assist outlying non-certified elementary music teachers with curriculum and ordering equipment.
4. Coordinate work with elementary and Jr. High programs.

**PERSONAL RESPONSIBILITIES:**

1. Travel between schools.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects “employment at will”. The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator’s office and the district wide-administration office.

**JUNIOR HIGH ANNUAL ADVISOR**

**JOB TITLE:** JUNIOR HIGH ANNUAL ADVISOR

**REPORTS TO AND EVALUATED BY:** Principal

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Learn PageMaker program and master it.
2. Teach: journalism, layout design, cropping, picture taking techniques, advertisement sales, yearbook sales, and accounting.
3. To produce a yearbook based on student work that reflects current year's activities, student body, and faculty.

**PERSONAL RESPONSIBILITIES:**

1. To organize yearbook, student duties, edit all pictures, and copy submitted.
2. Work with publishing representative and company to agree on contract and keep contract.

3. Trouble shoot, order materials, monitor all money, teach “basics” as listed above.

TERMS OF EMPLOYMENT: This position shall be considered in all respects “employment at will”. The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator’s office and the district wide-administration office.

**JUNIOR HIGH CHEERLEADER ADVISOR**

**JOB TITLE:** JUNIOR HIGH CHEERLEADER ADVISOR

**REPORTS TO AND EVALUATED BY:** Principal and Junior High Athletic Director

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High School diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Four days of workshops and tryouts.
2. 20-26 practices 90 minutes each.
3. All meetings, events and activities are after school.
4. Attendance at all 7th and 8th grade games.
5. Season runs December 1st through March 11th.
6. 18 students (3 squads of 6) are involved.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Organizes parent volunteers to help supervise at games.
2. Organizes workshops, tryouts and practices twice a week.

**PERSONAL RESPONSIBILITIES:**

1. Organizes fundraisers, ordering uniforms and makes sure all paperwork is in order.
2. Mediates personal conflict between cheerleaders. Takes care of parental concerns.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## JUNIOR HIGH STUDENT COUNCIL

JOB TITLE: JUNIOR HIGH STUDENT COUNCIL

REPORTS TO AND EVALUATED BY: Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

1. Supervise weekly meeting, run elections, organize/run talent show, supervise monthly dances and any other function.
2. Advisor is for the entire school year.
3. 40 students involved.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

## PERSONAL RESPONSIBILITIES:

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall

at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and  
at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee  
shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and  
made available to the employee at the building administrator's office and the district wide-administration office.

**JUNIOR HIGH FOOTBALL COACH**

**JOB TITLE: JUNIOR HIGH FOOTBALL COACH**

**REPORTS TO AND EVALUATED BY: Principal and Athletic Director**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Practice Monday-Friday.
2. 6-8 games per season.
3. Season length is 7-8 weeks.
4. 60-80 students involved.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Organize, supervise and coach junior high football team.
2. Use high school pads, helmets and field gear.

**PERSONAL RESPONSIBILITIES:**

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**JUNIOR HIGH BASKETBALL****JOB TITLE: JUNIOR HIGH BASKETBALL****REPORTS TO AND EVALUATED BY: Principal and Junior High Athletic Director**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Teach fundamental skills, keep records, encourage discipline and sportsman like behavior.
2. Length of season is 8 weeks.
3. 12-15 students involved.
4. Approximately 100 hours of time involved with 10 games and 30 practices.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:****PERSONAL RESPONSIBILITIES:**

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when

and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**JUNIOR HIGH VOLLEYBALL****JOB TITLE: JUNIOR HIGH VOLLEYBALL****REPORTS TO AND EVALUATED BY: Principal and Junior High Athletic Director**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Teach fundamental skills, keep records, encourage discipline and sportsman like behavior.
2. Length of season is 8 weeks.
3. 12 students involved.
4. Approximately 100 hours of time involved with 10 games and 30 practices.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:****PERSONAL RESPONSIBILITIES:**

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set

forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**JUNIOR HIGH WRESTLING COACH**

**JOB TITLE: JUNIOR HIGH WRESTLING COACH**

**REPORTS TO AND EVALUATED BY:** Principal and Junior High Athletic Director

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Practice Monday-Friday.
2. Five to six matches.
3. District tournament 5 am - 9 pm.
4. Organize, supervise and coach the junior high wrestling team.
5. Season length is 7 weeks.
6. 15-20 students involved.
7. Equipment use is high school wrestling mats, uniforms and headgear.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Report accidents when they occur.
2. Organize and prepare students during practice and events.

**PERSONAL RESPONSIBILITIES:**

1. Get along and communicate effectively with others.
2. Must maintain and control emotions in order to handle different situations.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## JUNIOR HIGH TRACK

JOB TITLE: JUNIOR HIGH TRACK

REPORTS TO AND EVALUATED BY: Principal and Junior High Athletic Director

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills. Candidate should possess knowledge of skill or skills needed to coach an event, implement drill precession for the event or events, through observation be able to give suggestions to improve individual performance.

## HOURS-TIME-EVENTS-ACTIVITIES:

1. Supervises travel and monitors students at 4-5 track meets.
2. 4-5 practices a week.
3. Plan and monitor students at various event practices.
4. Helps to maintain track, assists in marking the track.
5. Season is 5-6 weeks long.
6. 40-60 students involved.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Works congenially with the staff to provide positive experience for students.
2. Needs to have the ability to direct volunteers so they can help manage events.
3. Keeps records of student's performance throughout season.

## PERSONAL RESPONSIBILITIES:

1. Plan practices.

2. Work with athletes, coaches, parents ,other coaches, referees, news reporters and community members.
3. Oversee locker room supervision, secure building and equipment when leaving.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**JUNIOR HIGH CROSS COUNTRY****JOB TITLE: JUNIOR HIGH CROSS COUNTRY****REPORTS TO AND EVALUATED BY: Principal and Athletic Director**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Practice Monday - Friday.
2. 5-6 meets per season.
3. Season length 6-7 weeks.
4. 15-25 students involved.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Organize, supervise and coach junior high cross country team.

**PERSONAL RESPONSIBILITIES:**

1. Selecting and marking course for our annual home meet in conjunction with the Junior High principal and athletic director.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

Job descriptions 03.04.043-03.04.049(pages 129-135) not presented to the board prior.  
(Maybe not complete?)

## JUNIOR HIGH ART CLUB

JOB TITLE: JUNIOR HIGH ART CLUB

REPORTS TO AND EVALUATED BY: Junior High Art Teacher

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Attend all meetings and participate in all activities. Art background for projects and fundraisers. Needs to clean up after all events.

EDUCATION: High school diploma-experiences and or college education. Art certified K-12.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills. Needs to be able to generate ideas and projects students can do and send in for local and state contests.

## HOURS-TIME-EVENTS-ACTIVITIES:

1. Meets 3-4 times a month.
2. Responsible for one community haunted house, three fundraisers and one field trip to Spokane in the spring.
3. Involves 4 Saturdays and an average of 3-4 hours a week.
4. Art club involves the entire school year.
5. 10-15 students involved a year.
6. Local and State contests.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when

and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**BUSINESS PROFESSIONALS OF AMERICA****JOB TITLE: BUSINESS PROFESSIONALS OF AMERICA****REPORTS TO AND EVALUATED BY: Principal**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Hold weekly meetings, attend all out of town meetings, supervise fundraisers, hold after school study sessions to prepare students for regional competition.
2. Fill out membership applications for the State and National organization.
3. Advisor for the school year.
4. 7-12 student members.
5. Chaperone students who qualify for the state and/or national competitions.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:****PERSONAL RESPONSIBILITIES:**

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**WEIGHT ROOM SUPERVISOR**

**JOB TITLE:** WEIGHT ROOM SUPERVISOR

**REPORTS TO AND EVALUATED BY:** Principal and Athletic Director

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Supervise students in the weight room.
2. 3-6 Hours

**PROGRAM-PERFORMANCE RESPONSIBILITIES:**

1. Will be knowledgeable and experienced with the principles and techniques of weight lifting.
2. Know the principles of fitness, implement safety, helping with new programs for students and assisting students on their scheduled program from coaches.
3. Keep weight room clean.

**PERSONAL RESPONSIBILITIES:**

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

## FOREIGN LANGUAGE SOCIETY ADVISOR

JOB TITLE: FOREIGN LANGUAGE SOCIETY ADVISOR

REPORTS TO AND EVALUATED BY: Principal

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

## HOURS-TIME-EVENTS-ACTIVITIES:

1. Dinner and foreign food party.
2. One dance.
3. One fundraiser.
4. One trip to Eastern Washington University.
5. One trip to Europe.

## PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Work with other foreign language teacher.
2. Financial reporting to school secretary.
3. Collect money for fundraiser.

4. Chaperone dance, dinner and trips.

PERSONAL RESPONSIBILITIES:

1. Organize students to plan activities.
2. Make yearly payment to "Support Our Children International" orphanage.
3. Organize trip to EWU and/or Europe if enough students are interested.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

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(NATURAL HELPERS) VOICES ADVISOR

JOB TITLE : (NATURAL HELPERS) VOICES ADVISOR

REPORTS TO AND EVALUATED BY: Principal:

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION: High school diploma-experiences and or college education.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS: Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

HOURS-TIME-EVENTS-ACTIVITIES:

1. Student training/ Monthly Meetings
2. Supervised retreat (2 days)
3. Organize curriculum and logistics

PROGRAM-PERFORMANCE RESPONSIBILITIES:

1. Peak 2. Seek out and establish student projects that create positive school atmosphere.

PERSONAL RESPONSIBILITIES:

1. Model effective behavior
2. Good listener/ show empathy
3. Demonstrate appropriate and caring attitude to cross section of population.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.

**NEWSPAPER ADVISOR****JOB TITLE: NEWSPAPER ADVISOR****REPORTS TO AND EVALUATED BY: Principal**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION:** High school diploma-experiences and or college education.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables in a multitude of unique situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS:** Ability to work harmoniously with students, parents and colleagues. Maintain strict confidentiality of staff and students. Possess good organizational skills.

**HOURS-TIME-EVENTS-ACTIVITIES:**

1. Daily throughout school year.
2. Averages 2 hours a day.
3. Advise newspaper staff, control budget.
4. Season length is school year.
5. 13 students involved.

**PROGRAM-PERFORMANCE RESPONSIBILITIES:****PERSONAL RESPONSIBILITIES:**

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will". The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues. The employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school rules, regulations and policies which have been reduced to writing and made available to the employee at the building administrator's office and the district wide-administration office.