

# Bronaugh R-VII School District



## Job Descriptions

2011-2012

## BOARD OF EDUCATION

### Qualifications:

1. City of the United States
2. Resided in Missouri for one year next preceding the election
3. A resident of the BRONAUGH R-VII School District
4. Must be at least twenty four years of age

### Responsibilities:

All members during the year following their election to the board, if not consecutive terms, will attend 16 hours of board member training provided by either the Missouri Association of Rural Education (MARE) or the Missouri School Board Association (MSBA).

#### President

1. Preside at all meetings of the board
2. Appoint special committees of the board
3. Sign all contracts, documents, and reports
4. Must be available to contact by superintendent 24/7 or assign another board member as an emergency contact.
5. Perform such additional functions as may be required by law or authorized by the board of education, either directly or through the superintendent

#### Vice President

1. Perform all the duties of the president in case of absence or disability
2. Perform such additional functions as may be required by law or authorized by the board of education, either directly or through the superintendent

#### Secretary—unless hired by the board

1. In the absence of both the president and vice-president of the board, the secretary shall call the board meeting to order and a president pro tempore shall be chosen
2. Sign all contracts, documents, and reports as requested
3. Keep an accurate record of all regular and special meetings of the board of education
4. Perform such additional functions as may be required by law or authorized by the board of education, either directly or through the superintendent

#### Treasurer

1. The board of education will provide a bond of security
2. Sign all contracts, documents, and reports as requested
3. Keep or cause to be kept, complete, accurate, and legal records of all monies collected and expended.
4. Perform such additional functions as may be required by law or authorized by the board of education, either directly or through the superintendent.

**Term:** Board members are elected for three (3) year terms by a vote of the people. In the case only enough candidates sign-up to fill the empty seats the county clerk will certify those candidates as chosen by the people with no election necessary.

**Evaluation:** The board will submit to an annual self-evaluation and will review progress on improving items listed below expectations. Adherence to the board member training rules will be monitored by the state supervisor for the district during annual MSIP review meetings.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## SUPERINTENDENT OF SCHOOLS

**Job Title:** Superintendent  
**Department:** Administration  
**Reports to:** The Board of Education  
**Classification:** Exempt

**Qualifications:** The superintendent of schools shall have at least three years of teaching supervisory experience and shall have as minimum qualifications, a Specialist's Degree from an accredited institution of higher learning and hold a Superintendent's Certificate issued by the State Department of Education.

**Summary:** The Superintendent is responsible for the day to day operation of the district in accordance with Board policy and the district's Comprehensive School Improvement Plan. The Superintendent provides information and recommendation to the Board and serves as the liaison between the Board and the public.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Duties and Responsibilities:**

**An individual who holds this position is required to:**

1. Serve as the instructional leader for the district
2. Ensure the district is accredited pursuant to the Missouri accreditation process
3. Promote student achievement as the primary focus of all district staff
4. Facilitate and attend board meetings
5. Develop agendas for board meetings in consultation with the board president and provide board members necessary information in advance of all meetings
6. Maintain district records
7. Implement board policy through written administrative procedures
8. Manage the financial affairs of the district and provide the board with financial reports monthly or as requested.
9. Advise the board on matters of finance, policy, facilities and personnel
10. Submit all reports and data required by state and federal law
11. Maintain facilities that are safe, adequate, efficient and conducive to learning
12. Direct the acquisition of instructional materials, supplies and other equipment necessary for effective instruction
13. Direct hiring, assignment and training of staff
14. Direct a performance-based evaluation program for all staff
15. Hear staff complaints and grievances
16. Delegate duties to members of the administrative team as appropriate
17. Serve as an advocate for the district to the public and state lawmakers
18. Participate in a standards-based performance evaluation at least annually.
19. Represent the district in all insurance buying groups with the authority to vote on behalf of the district
20. Serve as the LEA Representative on all reports and grants
21. Is appointed by the board of education as transportation director, custodian of records, certification officer, public relations officer, Title IX officer, Federal Programs officer, and buildings usage contact.

### **Supervisory Duties**

The Superintendent has supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

Director of Special Education  
Principals  
District Bookkeeper/Secretary

**Qualifications**

**Education**

Specialist degree or higher in educational administration

**Certificates, Licenses, Registrations**

Valid Missouri superintendent certificate

*The skills and abilities listed below are representative of the knowledge, skills and abilities required and are rooted in national standards created by or derived from the Interstate School Leaders and Licensure Consortium (ISLLC).*

**Skills and Abilities**

**Language**

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

**Computation**

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

**Reasoning**

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

**Technology**

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

**Other Skills and Abilities**

This position requires strong interpersonal skills including the ability to:

Maintain collegial working relationships with staff and members of the Board of Education

Maintain a positive relationship with members of the community

Effectively manage conflict

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

**Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is consistent with a typical office environment.

Rarely, an individual who holds this position must work outside in rain and snow and temperatures above 100 degrees and below freezing.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## Director of Special Education

**Job Title:** Director of Special Education  
**Department:** Administration  
**Reports to:** Superintendent  
**Classification:** Exempt

### Summary

The Director of Special Education .

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is responsible for:

1. Supervision of instruction in special education
2. Evaluation of staff in special education
3. Training of staff dealing with special education students
4. General supervision of students
5. Implementation of the professional development plan for special education teachers
6. Maintaining special education records
7. Preparation and management of the special education budget
8. Creation and update of student records in the special education department
9. Positive interaction with students
10. Motivation of staff
11. Attend student activities and events outside of the academic day
12. Supervise hallways and cafeteria
13. Attend IEP Meetings

### Supervisory Duties

Has supervisory responsibility over special education teachers and staff.

### Qualifications

#### **Education**

Master's degree or higher in educational administration with a background in special education

#### **Certificates, Licenses, Registrations**

Valid Missouri principal's certificate for the appropriate grade levels

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Present information to staff members, other administrators and the Board of Education

Respond to common questions and complaints

Interview students and staff

Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes

Write newsletter articles, staff memos and ordinary business correspondence

Keep information confidential when required by law, policy or a particular situation

#### **Computation**

Ability to compute ratios, percentages and create and interpret graphs and figures

#### **Reasoning**

Ability to define problems, collect data, establish facts and draw valid conclusions

#### **Technology**

Basic computer word processing, spreadsheet and research skills

Ability to access and create reports using the district's student information software

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time.

**Hearing**

Must be able to hear a conversation in a noisy environment

**Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees.

The individual who holds this position is frequently required to work irregular or extended hours.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

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## Director of Special Education

**Job Title:** Director of Special Education  
**Department:** Administration  
**Reports to:** Superintendent  
**Classification:** Exempt

### Summary

The Director of Special Education .

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is responsible for:

1. Supervision of instruction in special education
2. Evaluation of staff in special education
3. Training of staff dealing with special education students
4. General supervision of students
5. Implementation of the professional development plan for special education teachers
6. Maintaining special education records
7. Preparation and management of the special education budget
8. Creation and update of student records in the special education department
9. Positive interaction with students
10. Motivation of staff
11. Attend student activities and events outside of the academic day
12. Supervise hallways and cafeteria
13. Attend IEP Meetings

### Supervisory Duties

Has supervisory responsibility over special education teachers and staff.

### Qualifications

#### **Education**

Master's degree or higher in educational administration with a background in special education

#### **Certificates, Licenses, Registrations**

Valid Missouri principal's certificate for the appropriate grade levels

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Present information to staff members, other administrators and the Board of Education

Respond to common questions and complaints

Interview students and staff

Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes

Write newsletter articles, staff memos and ordinary business correspondence

Keep information confidential when required by law, policy or a particular situation

#### **Computation**

Ability to compute ratios, percentages and create and interpret graphs and figures

#### **Reasoning**

Ability to define problems, collect data, establish facts and draw valid conclusions

#### **Technology**

Basic computer word processing, spreadsheet and research skills

Ability to access and create reports using the district's student information software

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time.

**Hearing**

Must be able to hear a conversation in a noisy environment

**Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees.

The individual who holds this position is frequently required to work irregular or extended hours.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## GUIDANCE COUNSELOR

**Job Title:** Guidance Counselor  
**Department:** Administration  
**Reports to:** Principal and Superintendent  
**Classification:** Exempt

### Summary

The counselor is to provide a comprehensive guidance program for students in grades K-12. The counselor provides activities to meet the needs of the students, consults with teachers, staff and parents to enhance their effectiveness in helping students, and provides support to other educational programs.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

1. Implement the Missouri School Comprehensive Guidance Program
2. Counsel groups of students and individual students through the development of educational & career plans.
3. Counsel small groups and individual students with problems
4. Consult with teachers, staff and parents regarding meeting the developmental needs of students
5. Refer students with severe problems to appropriate community resources in consultation with their parents
6. Coordinate, conduct and participate in activities which contribute to the effective operation of the school
7. Evaluate and revise the guidance program
8. The counselor will meet all other requirements of teachers as stated in the Board Policy.
9. The counselor in conjunction with the principal will prepare a schedule and enroll students in the appropriate classes.
10. The counselor in conjunction with the principal will provide for transition training for parents and students when moving from pre-school to kindergarten, 6<sup>th</sup> to 7<sup>th</sup> grade and 8<sup>th</sup> grade to 9<sup>th</sup> grade and seniors.
11. The counselor will be responsible for scholarships and training for students in preparation for life after high school to include assistance with special education transition.
12. The counselor will provide leadership and organization in assessment practices on standardized tests, K-12 to include the following:
  - a. Monitor changes needed in the districts assessment practices depending on MSIP and NCLB Standards
  - b. Hold in-service training on assessment procedures prior to any group administered assessment
  - c. Plan and communicate best practices for assessments including scheduling, incentives, classroom monitoring, etc.
  - d. Order and track all assessment materials.
  - e. Provide parental communication regarding test results
  - f. Provide for tutoring of students below expectations on state assessments and 4<sup>th</sup> grade reading assessments
  - g. Annually provide testing of special education students
  - h. Annually evaluate the district assessment results, compile and distribute data for all committees and make the results available to the board of education in September
  - i. Attend meetings relating to assessment
  - j. Review and recommend assessment changes to the superintendent
13. The counselor will be appointed by the Board of Education as Homeless Coordinator, Migrant Coordinator and ELL Coordinator, Assessment Coordinator, At-Risk Coordinator, and MOVIP/Distance Learning Coordinator.
14. The counselor will establish and maintain an active advisory council, meeting a minimum of twice annually.

**Supervisory Duties**

Has supervisory responsibility over all building staff.

**Qualifications**

**Education**

Master’s degree or higher in guidance and counseling

**Certificates, Licenses, Registrations**

Valid Missouri certification of guidance and counseling, K-12.

**Skills and Abilities**

**Language**

An individual who holds this position must have the ability to:

Present information to staff members, administrators and the Board of Education

Respond to common questions and complaints

Interview students and staff

Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes

Write newsletter articles, staff memos and ordinary business correspondence

Keep information confidential when required by law, policy or a particular situation

**Computation**

Ability to compute ratios, percentages and create and interpret graphs and figures

**Reasoning**

Ability to define problems, collect data, establish facts and draw valid conclusions

**Technology**

Basic computer word processing, spreadsheet and research skills

Ability to access and create reports using the district’s student information software

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and sit for an hour or more at a time.

**Hearing**

Must be able to hear a conversation in a noisy environment

**Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees.

The individual who holds this position is frequently required to work irregular or extended hours.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## LIBRARIAN

**Job Title:** Librarian  
**Department:** Faculty  
**Reports to:** Principal and Superintendent  
**Classification:** Exempt

### Summary

The librarian is coordinator of the Library media Center and is charged with the management and administration of the facility within the established policies of the Board of Education

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

1. Recognizes the critical role of information retrieval in the future of education.
2. Establishes and maintains an environment in which students and staff can work at productive levels.
3. Develops and implements policies and procedures for the operation of the library media center.
4. Uses initiative to promote the flexible use of the library media center by individuals, small groups and large groups for research, browsing, recreational reading, viewing or listening.
5. Maintains the library media center in a functional, attractive and orderly environment conducive to student learning.
6. Arranges and uses space and facilities in the library media center to support the objectives of the instructional program, providing areas for various types of activities.
7. Communicates health and safety needs of the library media center to the proper authorities.
8. Assumes responsibilities for proper use and care of library media center facilities, materials and equipment.
9. Promotes appropriate learner behavior.
10. Encourages student self-direction and responsibility for learning; maintains a productive balance between freedom and control.
11. Exercises consistency in discipline policies.
12. Corrects disruptive behavior constructively.
13. Uses a district-approved selection policy based on state guidelines.
14. Selects materials and equipment, which supports the curriculum and promotes the school's educational philosophy.
15. Uses approved business procedures for ordering and receiving materials and equipment.
16. Classifies, catalogs, processes and organizes for circulation the educational media and equipment according to professional standards established by AASL, state and local sources.
17. Uses clearly stated circulation procedures
18. Informs staff and students of new materials and equipment
19. Establishes and/or follows procedures for maintenance and repair of media equipment.
20. Periodically updates and re-evaluates the collection to assure a current, attractive and well-balanced collection.
21. Assists in production of materials as feasible.
22. Maintains a current inventory of holdings to assure accurate records.
23. Prepares and submits to administrators such reports as are needed to promote short and long term goals of the library media center.
24. Prepares and submits reports to other officials as requested.

25. Submits budget proposals based on needs and objectives of the library media center.
26. Plans expenditures of allocated funds to meet short and long term goals.
27. Keep accurate records of all disbursements for the library media center.
28. Evaluates programs, services facilities and materials informally and formally on a continuous basis, identifying strengths and weaknesses.
29. Provides periodical evaluation of library media center programs by faculty and students.
30. Develops plans for making changes based on evaluations.
31. Prioritizes demands on time to provide maximum support of library media center programs and services.
32. Streamlines or eliminates time consuming or nonessential routines when possible, without lowering the quality of programs and services.
33. Serves as instructional resources consultant and media specialist to teachers and students.
34. Uses an appropriate variety of media and teaching techniques in instructional situations.
35. Provides leadership in using newer technologies for instruction.
36. Provides inservice training and library media center orientation as needed.
37. Plans and/or participates in special projects or proposals.
38. Serves on committees involved with designing learning experiences for students, curriculum revision or textbook adoption.
39. Administers resource sharing, interlibrary loan and/or networking activities.
40. Considers long range objectives when planning instruction appropriate to subject and grade levels.
41. Develops sequential, short-range objectives, which facilitate progress toward defined long-range objectives.
42. Demonstrates knowledge of the general curriculum and observes recommended steps of teaching when in formal instructional situations.
43. Plans with teachers to identify and implement the library media center skills curriculum within the classroom curriculum.
44. Continually instructs students and staff, individual or in-groups, in the use of the library media center, media, and equipment.
45. Encourages independent use of the facility, collection and equipment by students and staff.
46. Guides students and staff in selecting appropriate media from a wide range of learning alternatives.
47. Guides and supervises students and staff in research activities and in the use of reference materials.
48. Communicates effectively with students and staff.
49. Conveys enthusiasm for books and reading.
50. Develops activities and/or provides individual guidance to motivate reading.
51. Provides a wide variety of resources and supplementary materials
52. Assists in choosing and collecting appropriate materials.
53. Cooperatively plans and teaches content appropriate to library media center objectives.
54. Cooperates with teachers in designing and implementing a functional study skills program.
55. Identifies and encourages use of materials from the library media center and professional library.
56. Informs staff of new materials, equipment, and research in which they have special interest.
57. Suggests resources outside of the library media center collections.
58. Interacts with individual students in a mutually respectful and friendly manner.
59. Strives to be an available personal resource for all students.
60. Protects each user's right to privacy and confidentiality in library media center use.
61. Demonstrates understanding and acceptance of difference views and values.
62. Gives constructive criticism and praise when appropriate.
63. Initiates interaction with colleagues in planning instructional activities for students.
64. Shares ideas and methods with other teachers and staff.
65. Makes appropriate use of support staff services.

66. Works cooperatively with the school's administration to implement policies and regulations for which the school is responsible.
67. Informs administrators and/or appropriate personnel of school related matters.
68. Provides a climate which encourages communication between the library media center and parents or patrons.
69. Cooperates with parents in the best interests of students.
70. Supports and participates in parent-teacher activities.
71. Promotes patron involvement with the library media center.
72. Handles complaints and/or challenged materials in a firm but friendly manner.
73. Identifies community resource persons who may serve to bring the community into the educational process.
74. Keep abreast of developments in library science and issues related to teaching.
75. Demonstrates commitment by participating in professional activities (e.g. professional organizations, coursework, workshops, and conferences.)
76. Takes advantage of opportunities to learn from colleagues, students, parents, and the community.
77. Strives to stay informed about policies and regulations applicable to his/her position.
78. Selects appropriate channels for resolving concerns/problems.
79. Completes duties promptly, dependably and accurately in accordance with established job description.
80. Demonstrates a responsible attitude for student management throughout the entire building.
81. The librarian will meet all other requirements of teachers as stated in the board policy manual.

### **Supervisory Duties**

Supervise students at all times

### **Qualifications**

#### **Education**

Bachelor's Degree

#### **Certificates, Licenses, Registrations**

Valid Missouri Teaching Certificate with Library Media Specialist endorsement

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete lesson plans

#### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

#### **Reasoning**

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

#### **Other Skills and Abilities**

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly

Establish and maintain effective relationships with students, peers and parents

Perform multiple tasks simultaneously

**Technology**

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

Utilize smart boards, projectors and other instructional technology provided by the district

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously

Move around the classroom/library

Read handwritten or printed material

**Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## TEACHER

**Job Title:** Teacher  
**Department:** Instruction  
**Reports to:** Principal  
**Classification:** Exempt

### Summary

Teachers are responsible for providing direct instruction to students and maintaining an environment conducive to learning

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Provide instruction to students
2. Create and implement a classroom disciplinary plan
3. Create lesson plans and activities to implement and supplement instruction
4. Participate in building, grade level and subject area committees
5. Participate in professional development activities
6. Maintain accurate student records including attendance, grades and discipline
7. Complete and submit forms and required reports in a timely manner
8. Communicate regularly with parents regarding progress and other educational concerns
9. Participate as a member of an IEP team, 504 team or other student assistance teams as requested
10. Implement special educational plans such as 504 plans, individual educational programs and individual health plans
11. Report suspected abuse, neglect, discrimination and harassments as directed by Board policy
12. Prepare lesson plans for use by a substitute teacher

### Supervisory Duties

Supervise students at all times

### Qualifications

#### **Education**

Bachelor's Degree

#### **Certificates, Licenses, Registrations**

Valid Missouri Teaching Certificate

Valid Missouri School Bus License when requested by board

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete lesson plans

#### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

#### **Reasoning**

An individual who holds this position must have the ability to:  
Solve a variety of problems in many different situations  
Interpret instructions presented in written, oral, diagram or schedule form  
Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

**Other Skills and Abilities**

An individual who holds this position must have the ability to:  
Identify needs and abilities of individual students and to adapt instructional methods accordingly  
Establish and maintain effective relationships with students, peers and parents  
Perform multiple tasks simultaneously

**Technology**

An individual who holds this position must have the ability to:  
Perform basic computer functions such as word processing and internet use  
Use district software for recording grades and finding student information  
Utilize smart boards, projectors and other instructional technology provided by the district

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position must have the ability to:  
Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously  
Move around the classroom  
Read handwritten or printed material

**Attendance**

Consistent and regular attendance is an essential function of this position.  
*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## PRESCHOOL TEACHER

**Job Title:** Pre-School Teacher  
**Department:** Instruction  
**Reports to:** Principal  
**Classification:** Exempt

### Summary

Teachers are responsible for providing direct instruction to students and maintaining an environment conducive to learning

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Provide instruction to students
2. Create and implement a classroom disciplinary plan
3. Create lesson plans and activities to implement and supplement instruction
4. Participate in building, grade level and subject area committees
5. Participate in professional development activities
6. Maintain accurate student records including attendance, grades and discipline
7. Complete and submit forms and required reports in a timely manner
8. Communicate regularly with parents regarding progress and other educational concerns
9. Participate as a member of an IEP team, 504 team or other student assistance teams as requested
10. Implement special educational plans such as 504 plans, individual educational programs and individual health plans
11. Report suspected abuse, neglect, discrimination and harassments as directed by Board policy
12. Prepare lesson plans for use by a substitute teacher

### Supervisory Duties

Supervise students at all times

### Qualifications

#### **Education**

Bachelors Degree

#### **Certificates, Licenses, Registrations**

Valid Missouri Teaching Certificate

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete lesson plans

#### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

**Reasoning**

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

**Other Skills and Abilities**

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly

Establish and maintain effective relationships with students, peers and parents

Perform multiple tasks simultaneously

**Technology**

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

Utilize smart boards, projectors and other instructional technology provided by the district

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously

Move around the classroom

Read handwritten or printed material

**Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## ATHLETIC DIRECTOR

**Job Title:** Athletic Director  
**Department:** Administration  
**Reports to:** Principal  
**Classification:** Exempt

### Summary

The District Athletic/Activities Director is to provide 7-12<sup>th</sup> grade students an opportunity to participate in extracurricular activities that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and extracurricular activity and the principles of fair play. *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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. To develop annual sports schedules for the district's athletic teams.
2. To ensure that applicable state regulations involving eligibility, length of season, number of games, practices, etc. are satisfied.
3. Arranges for the employment of appropriate sports official (referees, umpires, etc.) for local sports events.
4. Communicates with the assistant athletic director(s) to make sure proper preparation for away games (transportation, etc.) have been made.
5. Works closely with coaches to develop sports events and schedules which reflect their needs.
6. Maintains and files with appropriate offices all required paper work regarding student athletes, and the sports events he/she has scheduled and directed.
7. Remains in close contact with the Principal and Superintendent in regard to all sports matters.
8. Responsible for advancing the concept of good sportsmanship among students, parents, and the visiting public.
9. Files all proper MSHSAA paper work in a timely manner.
10. To prepare for home games, supervise away games, and report all results to the newspaper.
11. To ensure that applicable state regulations involving eligibility, length of season, number of games, practices, etc. is satisfied.
12. Makes proper requests for transportation of student athletes and cheerleaders to and from out-of-town sports events.
13. Works closely with athletic director to develop sports events and schedules which reflect their needs.
14. Maintains and files with appropriate offices all required paper work regarding student athletes, and the sports events he/she has scheduled and directed.
15. Remains in close contact with the Principal and Superintendent in regard to all sports matters.
16. Responsible for advancing the concept of good sportsmanship among students, parents, and the visiting public.

### Supervisory Duties

Supervise students and coaches at all times

## **Qualifications**

### **Education**

Bachelor's Degree

### **Certificates, Licenses, Registrations**

Valid Missouri Teaching Certificate

Valid Missouri School Bus License

## **Skills and Abilities**

### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete lesson plans

### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

### **Reasoning**

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

### **Other Skills and Abilities**

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly

Establish and maintain effective relationships with students, peers and parents

Perform multiple tasks simultaneously

### **Technology**

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

Utilize smart boards, projectors and other instructional technology provided by the district

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **Physical Demands**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional stooping, bending and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work long and irregular hours.
8. Requires physical and emotional endurance.

**Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for long periods of time to perform such tasks as preparing fields, monitoring games and supervising students.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## HEAD COACH Supplemental Position

**Job Title:** Head Coach  
**Department:** Extra Curricular  
**Reports to:** Principal  
**Classification:** Exempt

### Summary

The job of the coach is to promote healthy, safe athletic competitions among student athletes which will help them become better students and citizens through contact with school sports. The coach also represents the school and community, and as such must present a friendly, competent, and serious demeanor to the public. He/she should consistently display and model good sportsmanship.

*job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Work with student athletes to provide training and instruction and instill good sportsmanship.
2. Arrange for the proper certification of student athletes.
3. Ensures that all student athletes have athletic physicals and proof of insurance before being allowed to practice.
4. Is aware of student health and safety concerns.
5. Maintains equipment, keeps and equipment inventory and requests replacement of sports equipment as appropriate.
6. Is a positive role model for student athletes.
7. Receives training as appropriate in the sports for which he/she is responsible to remain current on rule and eligibility requirements and other changes.
8. Conducts after or before school practices that are compatible with other district events or practices and that are compliant with the regulations for that sport including making provisions for activities during early release time in which there can be no practice.
9. Is responsible for supervision of all student practices by qualified individuals.
10. Responsible for advancing the concept of good sportsmanship among students, parents, and the visiting public.

### Supervisory Duties

Supervise students at all times

### Qualifications

#### **Education**

Bachelor's Degree

#### **Certificates, Licenses, Registrations**

Valid Missouri Teaching Certificate

This person should have experience and/or knowledge of the fundamentals and rules of the sport including on the field rules and student athlete qualifications; and be aware of health and safety concerns for athletes.

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete lesson plans

### **Computation**

An individual who holds this position must have the ability to:  
Work with mathematical concepts such as probability and statistical inference  
Apply concepts such as fractions, percentages, ratios and proportions to practical situations

### **Reasoning**

An individual who holds this position must have the ability to:  
Solve a variety of problems in many different situations  
Interpret instructions presented in written, oral, diagram or schedule form  
Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

### **Other Skills and Abilities**

An individual who holds this position must have the ability to:  
Identify needs and abilities of individual students and to adapt instructional methods accordingly  
Establish and maintain effective relationships with students, peers and parents  
Perform multiple tasks simultaneously

### **Technology**

An individual who holds this position must have the ability to:  
Perform basic computer functions such as word processing and internet use  
Use district software for recording grades and finding student information  
Utilize smart boards, projectors and other instructional technology provided by the district  
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional stooping, bending and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work long and irregular hours.
8. Requires physical and emotional endurance.

### **Attendance**

Consistent and regular attendance is an essential function of this position.  
*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for long periods of time to perform such tasks as preparing fields, monitoring games and supervising students.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## PARENTS AS TEACHERS COORDINATOR

**Job Title:** Parents As Teachers Coordinator/Teacher  
**Department:** Classified  
**Reports to:** Principal  
**Classification:** Non-Exempt

### Summary

To implement and/or administer the Parents as Teachers (PAT) program following guidelines developed by Bronaugh School District and the PAT National Center.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Initiate and/or administer the PAT program following national and state PAT requirements and guidelines.
2. Engage community leaders in the formation of a PAT community council.
3. Participate in the Parents as Teachers Implementation Institute including becoming certified as a parent educator.
4. Develop a Program Implementation Plan.
5. Develop a filing system for organized record keeping.
6. Establish a resource room or library.
7. Organize PAT parent handouts and personal visit materials.
8. Build relationships with community resources for program and staff.
9. Review records on a regular basis.
10. Conduct local, state and national annual evaluations.
11. Advocate for the program, parent educators and families.
12. Become certified in all required developmental screenings and assessments.
13. Support the value of education.
14. Support the philosophy and mission of Bronaugh R-VII School District.
15. Support the philosophy and mission of Parents as Teachers.
16. Serve at least five families per year and perform a minimum of six home visits.
17. Develop additional services as needs are recognized in the community
18. Ensure all activities conform to district and program guidelines.
19. Communicate effectively with all members of the school district and community.
20. React to change productively and handle other tasks as assigned.
21. Appropriately operate all equipment related to specific job duties.
22. Conduct a minimum of four parent group meetings per year.
23. Prepare or assist in the preparation of the end-of-year reports; mid-year reports and other such reports and program information as the State Board shall determine.
24. Adhere to all district health and safety policies including all precautions of the Blood borne Pathogens Exposure Control Plan.

### Supervisory Duties

Supervise students at all times

### Qualifications

#### **Education**

Bachelors Degree

## **Certificates, Licenses, Registrations**

Valid Missouri Substitute Teaching Certificate

Valid Missouri School Bus License when requested by board

## **Skills and Abilities**

### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete plans

### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

### **Reasoning**

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to children and parents.

### **Other Skills and Abilities**

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly

Establish and maintain effective relationships with students, peers and parents

Perform multiple tasks simultaneously

### **Technology**

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

Utilize smart boards, projectors and other instructional technology provided by the district

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **Physical Demands**

An individual who holds this position must have the ability to:

1. Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
2. Move around the classroom
3. Read handwritten or printed material
4. Requires prolonged sitting or standing.
5. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or
6. materials.
7. Requires stooping, kneeling, crawling, bending, turning and reaching.
8. Requires climbing and balancing.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform Must work in and around dust, fumes and odors

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## NURSE

**Job Title:** School Nurse  
**Department:** Certified  
**Reports to:** Principal and Superintendent  
**Classification:** Exempt

### Summary

The school nurse helps students attain an optimum level of physical, social and emotional health. In order to coordinate a comprehensive school health program and district wellness policy.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Applies appropriate theory as basis for decision making in nursing practice and assumes responsibility for appropriate assessment, planning, intervention, evaluation and management and/or referral
2. Using data collected about the health and developmental status of the student, a nursing diagnosis will be determined and subsequent nursing care plan developed with specific goals and interventions unique to the student's needs.
3. Collaborates with other professionals in planning to assure quality health care is provided to students.
4. Serves as the direct link between physicians, families and community agencies to assure and assess the continuity of health care for students
5. Provides health educational/instruction, counseling and guidance to students, parents, and staff concerning health-related issues.
6. Acts as an advocate for the health rights of children and their families both within the school setting and between the school and community at large.
7. Identifies and excludes from school those students and staff with communicable disease and initiates appropriate follow-up to ensure prompt readmission.
8. Prevents the outbreak and spread of communicable disease by the consistent enforcement of existing laws and school policies regarding immunization for students and personnel.
9. Maintains current and cumulative health records for all students in a confidential manner.
10. Assumes responsibility for continuing education and professional growth.
11. Upholds professional standards, the Nurse Practice Act, and adheres to district state and local administrative guidelines and policies.
12. Collects, Records, Processes and Reports all information required by DESE, Department of Health and local health consortium.
13. Leads the District-wide Wellness Committee.
14. Participates in the School Health Advisory Council.
15. Reports to the Superintendent on the progress of the CSIP goals and wellness policy for the district.

### Supervisory Duties

Supervise students at all times

### Qualifications

#### **Education**

Graduated from an accredited school of nursing with an Associate, Diploma or B.S.N. degree with

#### **Certificates, Licenses, Registrations**

current Missouri registered nurse license—RN

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete plans

### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

### **Reasoning**

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to children and parents.

### **Other Skills and Abilities**

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt methods accordingly

Establish and maintain effective relationships with students, peers and parents

Perform multiple tasks simultaneously

### **Technology**

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

Utilize smart boards, projectors and other instructional technology provided by the district

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

An individual who holds this position must have the ability to:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional stooping, bending and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Requires physical and emotional endurance.

### **Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time. Must work in and around dust, fumes and odors

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## BOOKKEEPER—DISTRICT SECRETARY

**Job Title:** Bookkeeper-District Secretary  
**Department:** Classified Staff  
**Reports to:** Superintendent  
**Classification:** Non-Exempt

### Summary

The Superintendent's secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the District Secretary works closely with the staff and administration of Bronaugh Schools.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Maintain confidential nature of all school-related matters
2. Create and maintain a calendar of all state and federal reporting deadlines.
3. Keep current on all state and federal law changes affecting finance, payroll, employment and insurance.
4. Sort and distribute all district mail.
5. Type and edit all correspondence and reports for administration
6. Act as receptionist in answering telephone and greeting visitors
7. Arrange appointments and screen visitors to the office
8. Keep accurate records of financial operations
  - a. Post monthly bills to general ledger, general journal and cash journal
  - b. Issue checks for payment of bills and post to cash journal
  - c. Attach checks to a copy of bill and mail to supplier following board approval.
  - d. Post all deposits to general ledger, general journal and cash journal
  - e. Reconcile bank statement, monthly
  - f. Make sure all accounting reports are done monthly and copies maintained for auditor's review
  - g. Issue checks and post to cash journal
  - h. Compute payroll for all employees; post payroll to general ledger and issue checks for taxes, retirement, insurance, etc. Prepare all direct deposit information for payroll.
  - i. Issue checks for employee insurance benefits.
  - j. Payment and proper coding of all financial transactions
9. Organize and maintain office files including personnel records, including web-based records on STI
10. Prepare educational reports including but not limited to: CORE DATA, ASBR, MOSIS, ePeGs, etc.
11. Manage district areas of website.
12. Update, post and print copies of school board policies and regulations following all updates or changes in a timely manner.
13. Operate office machinery including copy machine, computer/printer, fax, binding machine, etc.
14. Work with auditor and school finance section at DESE
15. Submit monthly financial reports to the superintendent
16. Perform duties of Notary Public for school district.
17. Record teacher and staff attendance
18. Print and issue W-2's at end of year
19. Assist superintendent with preparing annual budget document
20. Collect all moneys' receipt the amount collected and make daily deposits
21. Maintain copier, order supplies and call repair personnel when needed

22. Maintain Transportation Reports as requested by the superintendent
23. Maintain Food Service Reports as requested by the superintendent
24. Maintain up-to-date personnel files
25. Maintain and keep up to date employment application paperwork.
26. Inventory the offices for both district and building levels.
27. Maintain up to date information via DESE Webinars and training.
28. Create and maintain necessary forms on Google docs.
29. Maintain all state and federal financial and employment reports and systems.
30. Maintain prevailing wage information to attach to bids and jobs hired out for district.
31. Maintains up to date training for safety and crisis assignment.
32. Assume the unique duties of the Building Secretary is she is unavailable.

### **Supervisory Duties**

None

### **Qualifications**

#### **Education**

High school graduate and at least two years clerical experience

#### **Certificates, Licenses, Registrations**

Missouri Substitute Teacher Certification, is preferred

Missouri School Bus endorsement, is preferred

A keyboarding/computer skills test will be administered

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Speak with members of the public and other staff members

#### **Computation**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

#### **Reasoning**

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form

Solve problems when such problems have a variety of concrete variables

#### **Technology**

An individual who holds this position must:

Have strong computer skills including word processing, and working with spreadsheets and databases

Be able to understand and submit online reports to state and federal agencies

Have the ability to learn new systems and software

#### **Other Skills and Abilities**

An individual who holds this position must have:

Strong interpersonal skills

The ability to work closely with a variety of staff members and the public

The ability to safeguard confidential information

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and

bend and lift and carry up to twenty pounds. Close vision ability to look at a computer screen for long periods of time is required.

**Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is consistent with a typical office environment.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## BOARD SECRETARY

**Job Title:** Board Secretary  
**Department:** Classified Staff  
**Reports to:** Superintendent  
**Classification:** Non-Exempt

### Summary

The Board Secretary provides office and clerical support to assist the Board of Education.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Maintain confidential nature of all school-related matters
2. Maintain and keep up to date on all school board policy issues and procedures
3. Type and edit all correspondence and reports for Board of Education
4. Type, copy and prepare all documents for Board of Education Meetings
5. Set up area for board meeting and clean up area after board meeting.
6. Arrange for refreshments for board members and guests-set up and take down.
7. Attend all Board of Education Meetings
8. Take minutes, prepare board minutes within 24 hours
9. Post agenda one week prior to board meetings to district website
10. Post news release to district website within 24 hours of board meeting
11. Organize and maintain office board of education files including bound board records.
12. Update, post and print copies of school board policies and regulations following all updates or changes in a timely manner.
13. Operate office machinery including copy machine, computer/printer, fax, binding machine, etc.

### Supervisory Duties

None

### Qualifications

#### **Education**

High school graduate and at least two years clerical experience

#### **Certificates, Licenses, Registrations**

Missouri Substitute Teacher Certification, is preferred

Missouri School Bus endorsement, is preferred

A keyboarding/computer skills test will be administered

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Speak with members of the public and other staff members

#### **Computation**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

#### **Reasoning**

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form  
Solve problems when such problems have a variety of concrete variables

**Technology**

An individual who holds this position must:

- Have strong computer skills including word processing, and working with spreadsheets and databases
- Be able to understand and submit online reports to state and federal agencies
- Have the ability to learn new systems and software

**Other Skills and Abilities**

An individual who holds this position must have:

- Strong interpersonal skills
- The ability to work closely with a variety of staff members and the public
- The ability to safeguard confidential information

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to twenty pounds. Close vision ability to look at a computer screen for long periods of time is required.

**Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is consistent with a typical office environment.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## SECRETARY

**Job Titles:** Building Secretary  
**Department:** Clerical  
**Reports to:** Building Principal and Superintendent  
**Classification:** Nonexempt

### Summary

Secretaries provide clerical support to building staff and maintain school records.

### Essential Duties and Responsibilities

An individual who holds this position must:

1. Maintain confidential nature of all school-related matters
2. Performs duties of Notary Public for the school district.
3. Create, copy and mail monthly hotline newsletter.
4. Create and maintain necessary forms on Google docs.
5. Update all manuals for both administrative offices per individual specifications.
6. Type and edit all correspondence and reports
7. Act as receptionist in answering telephone and greeting visitors
8. Arrange appointments and screen visitors to the office
9. Keep accurate records of petty cash account and reconcile petty cash bank account
10. Organize and maintain office files-informing administration of filing system.
11. Assist in the preparation of a variety of educational reports
12. Operate office machinery, including: copier, laminator, binding machine, computer/printer, fax, etc.
13. Create requisitions for purchase of supplies and/or services when needed
14. Make sure only authorized persons are picking up students to leave the building
15. Mail/fax purchase orders for classroom supplies and books
16. Maintain attendance records in a manner approved by the superintendent, principal, auditor and DESE.
17. Run all daily and monthly attendance reports
18. Create daily bulletins and calendars—enter bulletins, menus and calendars online on STI & Website.
19. Maintain calendar on website
20. Maintain MOSIS system for DESE reports and Core Data
21. Keep track of enrollment and withdrawal of students in the computer
22. Request and mail transcripts on transfer students
23. Mail and file deficiency and outstanding student reports
24. Type, copy, and mail correspondence coming from the office
25. Collect all moneys, receipt the amount collected and make daily deposits
26. Maintain copier, order supplies and call repair personnel when needed.
27. Maintain food service records as directed by principal and superintendent
28. Keep the substitute log book, schedule substitutes, make sure paperwork is properly filled out and signed by an administrator.
29. Be able to function as the Food Service Clerk—entering and maintaining records and data.
30. Maintain an inventory system of the supplies for students and teachers
31. Inventory the offices for both district and building levels.
32. Maintain up to date information via DESE Webinars and training.
33. Maintains up to date training for safety and crisis assignment.
34. Print and mail student transcripts
35. Provide clerical support to the counselor, nurse, and athletic director.
36. Perform necessary functions unique to the particular secretarial position for which employed.

## **Supervisory Duties**

None

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **Qualifications**

### **Education**

High school graduate

### **Certificates, Licenses, Registrations**

Missouri Substitute Teacher Certification, is preferred

Missouri School Bus endorsement, is preferred

a keyboarding/computer skills test will be administered

## **Skills and Abilities**

### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Speak with members of the public, students and other staff members

### **Computation**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

### **Reasoning**

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form

Solve problems when such problems have a variety of concrete variables

### **Technology**

An individual who holds this position must:

Have strong computer skills including word processing, and working with spreadsheets and databases

Be able to understand and submit online reports to state and federal agencies

Have the ability to learn new systems and software

### **Other Skills and Abilities**

An individual who holds this position must have:

Strong interpersonal skills and ability to work closely with a variety of staff members and the public

The ability to safeguard confidential information

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to twenty pounds. Close vision ability to look at a computer screen for long periods of time is required.

### **Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## ELEMENTARY SECRETARY

**Job Titles:** Elementary Secretary  
**Department:** Clerical  
**Reports to:** Building Principal and Superintendent  
**Classification:** Nonexempt

### Summary

Secretaries provide clerical support to building staff and maintain school records.

### Essential Duties and Responsibilities

An individual who holds this position must:

1. Maintain confidential nature of all school-related matters
2. Organize and maintain elementary office files
3. Operate office machinery to include: copy machines, laminator, computer/printer, cell phone/phone systems, and software programs utilized by the district.
4. Make sure only authorized persons are picking up students to leave the building
5. Pick-up mail, etc. in the main office and distribute to elementary building.
6. Maintain copier, order supplies and call repair personnel when needed – notifying the main office first.
7. Perform necessary functions unique to the particular secretarial position for which employed
8. Participate in committees and advisory councils that relate to this position.
9. Maintains up to date training for safety and crisis assignment.
10. Performs all other duties necessary to the position as may be assigned by the principal or superintendent

### Supervisory Duties

None

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Qualifications

#### **Education**

High school graduate

#### **Certificates, Licenses, Registrations**

Missouri Substitute Teacher Certification, is preferred

Missouri School Bus endorsement, is preferred

a keyboarding/computer skills test will be administered

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as instructions and procedure manuals

Write simple and complex reports and correspondence

Speak with members of the public, students and other staff members

#### **Computation**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

#### **Reasoning**

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form

Solve problems when such problems have a variety of concrete variables

#### **Technology**

An individual who holds this position must:

Have strong computer skills including word processing, and working with spreadsheets and databases  
Be able to understand and submit online reports to state and federal agencies  
Have the ability to learn new systems and software

**Other Skills and Abilities**

An individual who holds this position must have:

Strong interpersonal skills and ability to work closely with a variety of staff members and the public

The ability to safeguard confidential information

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to twenty pounds. Close vision ability to look at a computer screen for long periods of time is required.

**Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## PARAPROFESSIONAL

**Job Title:** Paraprofessional  
**Department:** Instruction  
**Reports to:** Principal  
**Classification:** Non-exempt

### Summary

A personal aide provides non-instructional services to students necessary for the student to access the district's facilities and programs. These services may include ambulatory, eating and toileting assistance.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position must:

1. Assist students with disabilities according to their individualized needs, including transferring to and from wheelchairs, lifting, or positioning
2. Assist students with physical care including feeding, bathroom needs, and personal hygiene
3. Assist in managing the behavior of students
4. Keep the teacher informed of any special needs or problems of individual students
5. Maintain confidentiality of information about children and their families in accordance with Board policy and law
6. Participate in staff development training programs, faculty meetings and special events as requested by administration
7. Help supervise arrival and departure of students to which he or she is assigned.
8. Follow instructions from teachers and administrators

### Supervisory Duties

None

### Qualifications

#### **Education**

Associate degree or 60 hours of higher education

#### **Certificates, Licenses, Registrations**

Missouri Substitute Teacher Certification

Praxis for paraprofessional

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read and comprehend simple written and oral instructions, short correspondence and memos

Write short correspondence and memos

Communicate one on one and in small groups

#### **Reasoning**

An individual who holds this position must have the ability to:

Understand and follow verbal and written instructions

Occasionally solve problems involving concrete variables within standardized situations

#### **Technology**

Basic computer skills including word processing and data entry.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position:

Is frequently required to stand, stoop, bend and kneel

May have to use therapeutic restraint

Will regularly lift students

Must have both close and distance vision

**Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## FOOD SERVICE DIRECTOR (HEAD COOK)

**Job Title:** Food Service Manager, Head Cook, Kitchen Manager  
**Department:** Food Service  
**Reports to:** Food Service Director  
**Classification:** Non-exempt

### Summary

Head cooks and managers are responsible for coordinating the preparation and delivery of meals through the district's food service program.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position must:

1. Prepare menus that meet local, state and federal standards
2. Interview and assist in evaluating food service staff
3. Audit and approve employee time sheets
4. Order food, supplies and equipment
5. Oversee preparation and service of meals and snacks
6. Implement a food safety program that is compliant with Hazard Analysis and Critical Control Point (HACCP) standards and U.S. Department of Agriculture guidance
7. Facilitate required staff training
8. Assist building principals in administering the district's free and reduced lunch program
9. Establish procedures for student and staff charges including limits on charges, substitute meals and collection strategies
10. Supervise and direct cooks and cafeteria workers as needed to ensure efficient daily operation of the food service program.
11. Plan and implement work schedules
12. Work with the director to plan menus
13. Monitor safety and sanitation practices
14. Prepare and serve meals and snacks to students
15. Clean and sanitize cooking and serving areas
16. Occasionally prepare and serve meals outside of the regular school day for special events
17. Set up and break down serving lines
18. Count money, makes change
19. Operate basic kitchen equipment including slicers, fyers, openers and dishwashers
20. Operate a cash register
21. Promotes and prepares for special events held by the district. (grandparents day, inservices, banquets, etc.)
22. Prepares food for board meetings monthly.
23. Prepares snacks for after-school program and coordinates such with 21<sup>st</sup> CCLC Coordinator.
24. Attends appropriate workshops and training sessions to update food service and nutritional knowledge and leadership skills
25. Membership and active participation in the District-wide Wellness Committee.
26. Attends and supervises the summer school food program.

27.

### **Supervisory Duties**

The Food Services Manager, Kitchen Manager or Head Cook supervises and directs cooks and cafeteria workers

### **Qualifications**

#### **Education/Experience**

High school diploma or equivalent

Experience in large scale food preparation

#### **Certificates, Licenses, Registrations**

None

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Provide clear and complete instruction

Read and comprehend simple instructions, short correspondence and memos in English

Write simple correspondence

Communicate one on one and in small groups

Maintain appropriate relationships with students and coworkers

#### **Computation**

Ability to add, subtract multiply and divide and perform those operations using units of American money and weight, volume and distance measurements.

#### **Reasoning**

An individual who holds this position must have the ability to:

Comprehend and follow detailed but basic written or oral instructions

Solve simple problems with few variables in stable conditions

#### **Technology**

Ability to operate a cash register

Ability to operate and file necessary reports on computer system

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

An individual who holds this position must have the ability to:

1. Frequently walk short distances
2. Continuously stand
3. Frequently bend or twist at the neck and torso
4. Continuously grip
5. Occasionally reach, stoop, kneel and crouch
6. Frequently lift ten pounds and occasionally lift up to fifty pounds
7. Frequently use close and peripheral vision

### **Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

**Detailed Responsibility List:**

Direct Supervision of Kitchen Staff

1. Trains new staff members
2. Develops efficient work routines for preparation of various food products
3. Arranges for substitutes with office approval

Ordering of Food Supplies

1. Orders all food and supplies
2. Checks invoices at delivery of designated task
3. Reports non-deliveries to superintendent
4. Reports damaged or deteriorating goods to superintendent

Record Keeping

1. Food production records kept on a daily basis and files in the kitchen
2. Inventory commodities monthly
3. Inventories all food and supplies semi-annually on the last serving day of December and May
4. Prepares an annual district wide survey/evaluation of food service program. Reports to superintendent.
5. Prepares documentation for DESE food service review.

Kitchens Operations

1. Check freezer-walk-in, cooler-walk-in, side by side and milk cooler temperatures daily—maintain a daily log for each
2. Develop weekly and monthly cleaning schedules—turn in to office
3. Organize equipment and utensils for efficient operations
4. Report all needed maintenance and repair to the superintendent
5. Organize storeroom for efficient use and designated personnel to assist in task on rotating basis

Food Preparation

1. Prepares menus for the school district and provides for their being sent home in elementary and posted in high school
2. Assumes responsibility for all food preparation activities in the cafeteria of the school district
3. Designates method of service for various food items
4. Overall responsibility for eye appeal and quality of food served
5. Determines quantity of each food to be prepared daily
6. Determines the size of serving to meet the necessary requirements established by the USDA & wellness committee

Nutrition Education

1. Responsible for selecting preparation techniques which maintain maximum nutritional levels of food
2. Guides students in making wise food choices
3. Assists in special programs promoting nutrition, wellness, the school lunch program and breakfast program

Public Relations

1. Maintains a positive attitude in dealing with students and adults in the school lunch program.
2. Directs students in appropriate lunch room behavior as needed
3. Knowledgeable about school lunch program regulation and operations

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

**FOOD SERVICE PERSONNEL**  
**(Cook, Cafeteria Worker, Food Service Clerk)**

**Job Title:** Cook, Cafeteria Worker, Food Service Clerk  
**Department:** Food Service  
**Reports to:** Food Service Manager and Principal  
**Classification:** Non-exempt

**Summary**

Cooks and cafeteria workers are responsible for the preparation and delivery of meals through the district's food service program.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Essential Duties and Responsibilities**

An individual who holds this position is required to:

1. Prepare and serve meals and snacks to students
2. Clean and sanitize cooking and serving areas
3. Occasionally prepare and serve meals outside of the regular school day for special events
4. Set up and break down serving lines
5. Count money, makes change
6. Operate basic kitchen equipment including slicers, fryers, openers and dishwashers
7. Operate a cash register

**Supervisory Duties**

None

**Qualifications**

**Education/Experience**

High school diploma or equivalent

Experience in large scale food preparation

**Certificates, Licenses, Registrations**

None

**Skills and Abilities**

**Language**

An individual who holds this position must have the ability to:

Read and comprehend simple instructions, short correspondence and memos written in English

Write simple correspondence

Communicate one on one and in small groups

Maintain appropriate relationships with students and coworkers

**Computation**

Ability to add, subtract multiply and divide and perform those operations using units of American money and weight, volume and distance measurements.

**Reasoning**

An individual who holds this position must have the ability to:

Comprehend and follow detailed but basic written or oral instructions

Solve simple problems with few variables in stable conditions

**Technology**

Ability to operate a cash register

Ability to operate basic computer functions such as email.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

An individual who holds this position must have the ability to:

1. Frequently walk short distances
2. Continuously stand
3. Frequently bend or twist at the neck and torso
4. Continuously grip
5. Occasionally reach, stoop, kneel and crouch
6. Frequently lift ten pounds and occasionally lift fifty pounds
7. Use close, distance and peripheral vision

### **Attendance**

Consistent and regular attendance is an essential duty of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.

**Dress Code:** Clean clothes, white shoes, no nail policy (nothing on nails), and hair net

### **Cook Responsibilities:**

1. Assist in the preparation and serving of food in a quick and pleasant manner
2. Assumes responsibility for seeing that, during meal service periods, the supply of foods offered is replenished regularly—including the salad bar.
3. Assumes responsibility for storage and disposal of unused foods
4. Assists in the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils
5. Maintains the highest standards of safety and cleanliness in the kitchen
6. Checks food shipments into the school signing invoices only after each order has been verified
7. Performs major cleaning of refrigerators and storerooms at regularly scheduled intervals as designed by the head cook
8. Reports immediately to the head cook and the principal's office any problem or accident occurring in the kitchen or the cafeteria premises
9. Inventories all goods and supplies semi-annually on the last serving day of December and May
10. Assists the Food Service Director in performance of any duties assigned/delegated.

### **Dishwasher Responsibilities:**

1. Wash tables with soap, bleach, and water—including sides, seats, legs and tops—daily.
2. Clean and fill salt and pepper shakers and napkin holders
3. Wash dirty pans, utensils, and dishes—daily.
4. Set out condiments for lunch and breakfast (syrup, Jelly, Ketchup, BBQ sauce, etc.)--daily
5. Fill ketchup, mustard, and other condiments--daily.
6. Clean up spills in cafeteria--daily
7. Put silverware on cart--daily
8. Fill milk case and wipe out or wash--daily
9. Clean up milk disposal and trashcans in cafeteria--daily
10. Set up pre-school and kindergarten table--daily

11. Empty all wastepaper baskets and trash containers and replace liners. Trash will be placed on cart and taken to the dumpster after breakfast and again after lunch.--daily
12. Clean and disinfect counters and tables—daily
13. Clean restroom, twice daily, once prior to breakfast and once after all other duties are finished.
14. Wash windows in the cafeteria and doors—daily
15. Clean all surfaces in the cafeteria--ledges, tops of appliances, milk machine, doorways, walls, cabinets, etc.—daily
16. Clean windows in doorways and on west side of cafeteria--daily
17. Vacuum entry mats-daily
18. Scrub cafeteria with automatic scrubber—daily
19. Assist with food preparation when necessary.
20. Assists with inventory and kitchen processes.

**Food Service Clerk Responsibilities:**

1. Maintains all food service records as per state and national food service requirements.
2. Maintains clerical aspect of free and reduced lunch program
3. Maintains student and staff food service accounts
4. Identifies reimbursable meals
5. Credits and charges student accounts.
6. Handles large sums of money.
7. Maintains a rapport with parents and students.
8. Assists in maintaining cafeteria cleanliness.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## MAINTENANCE, BUILDINGS & GROUNDS

**Job Title:** Maintenance Employee  
**Department:** Facilities  
**Reports to:** Principal and Superintendent  
**Classification:** Non-exempt

### Summary

The maintenance staff is responsible for repair and upkeep of district facilities.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Perform various maintenance tasks such as minor electrical, plumbing and facility repairs
2. Perform general labor inside and outside the physical plant including handling materials and supplies, moving equipment and operating power-driven equipment
3. Drive district vehicles and equipment such as mowers
4. Assist with seasonal grounds work such as snow, ice and leaf removal and lawn care
5. Maintain facilities in accordance with state and local safety and code requirements and Board of Education policies and administrative procedures
6. Unlock buildings each morning.
7. Check all heating or cooling systems daily, making sure that the building is ready for school
8. Perform miscellaneous minor repairs to furniture, building equipment, and lawn equipment
9. Check lighting and replace light bulbs when needed
10. Replace and/or repair all electrical outlets, exit signs, circuit receptacles, and other as needed
11. Perform monthly inspection of playground equipment with principal
12. Perform maintenance repairs on playground equipment
13. Help with the painting program of the school
14. Mow, trim, seed and fertilize grounds as needed. Trim shrubs and trees as needed.
15. In inclement weather, clean walks of snow and ice
16. Work on special projects as assigned by principal and superintendent
17. Keep debris picked up from ditches, parking lots, and grounds
18. When a maintenance need is identified, a work order is completed and presented to the superintendent for assignment. The superintendent will decide the priority of items to be completed.
19. A record of all completed work will be kept, all requests for parts and supplies will be approved by the superintendent
20. Attend in-service training as required by the superintendent
21. Perform checks and installation of equipment/facilities as per OSHA, DNR, and state regulations.
22. Assist authorities with the three-year asbestos inspection, and other safety inspections
23. Responsible for all safety and maintenance checks of all physical plant equipment
24. Responsible for annual cleaning of heaters and A/C units
25. Responsible for material safety data sheet files for cleaning chemicals used in building. Responsible for proper labeling of chemicals.
26. Work on summer maintenance crew
27. Care for and clean grounds
28. Scrub, or strip and wash floors as scheduled, if needed.
29. Set up tables, chairs, etc. for school meetings, games, dances, and other events

30. Load and unload supplies and equipment
31. Sweep exterior walkways
32. Clean all tools, supplies and equipment after each use and store in proper place.
33. Troubleshoot and arrange for maintenance of equipment needing outside contractors.
34. Perform maintenance as required on the school district's house
35. Additional duties may be assigned when necessary to assist the custodial staff.

### **Supervisory Duties**

None

### **Qualifications**

#### **Education**

High school diploma or the equivalent.

#### **Certificates, Licenses, Registrations**

Required certificates, licenses and registrations vary with the assigned duty of the individual. For general maintenance, none are required.

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals

Write routine reports and memos

Respond to requests from staff members

#### **Computation**

An individual who holds this position must have the ability to:

Add, subtract, multiply and divide using units of American money, weight, volume and distance.

Apply concepts of basic algebra and geometry

#### **Reasoning**

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, in writing by diagram or form

#### **Technology**

Basic computer skills including the ability to use computer-based maintenance schedules and requests

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Demands**

While performing these duties,

1. The employee is frequently required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.
2. The employee is frequently required to reach, climb, bend, squat, stoop and kneel
3. The employee continuously uses hand strength to grasp and use tools and climb ladders.
4. The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as tables, scaffolds and air compressors..
5. Specific vision requirements include close and peripheral vision, depth perception and ability to focus

### **Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

While performing the duties of this job the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The employee will frequently work alone and will occasionally work irregular or extended hours. The noise level of the work environment is usually moderate but can occasionally be loud.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

**CUSTODIAN**  
**(full time position)**

**Job Title:** Custodian, Janitor  
**Department:** Facilities  
**Reports to:** Principal and Superintendent  
**Classification:** Non-exempt

**Summary**

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment. *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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Essential Duties and Responsibilities**

An individual who holds this position is required to

1. Clean all indoor facilities including floors, walls, windows and surfaces in all rooms and hallways
2. Use cleaning materials and techniques as directed
3. Assist with implementation of the district's pest management program
4. Assist with seasonal grounds work such as snow, ice and leaf removal and lawn care
5. Restock disposable items such as soap and paper towels

**Supervisory Duties**

None

**Qualifications**

**Education**

High school diploma or equivalent

**Certificates, Licenses, Registrations**

None

**Skills and Abilities**

**Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English

Write routine reports and memos

Respond to requests from staff members

**Computation**

Ability to add, subtract multiply and divide using units of American money, weight, volume and distance.

**Reasoning**

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, or in writing by diagram or form

**Technology**

Minimal use of technology is required including data entry into inventory records

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

While performing these duties,

1. The employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

2. The employee is frequently required to reach, climb, bend, squat, stoop and kneel
3. The employee continuously uses hand strength to grasp and use tools and climb ladders.
4. The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines.
5. Specific vision requirements include close and peripheral vision and depth perception

### **Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

### **Specific Responsibilities:**

Area Covered: Main building, elementary, library, cafeteria, trailer and all out buildings.

1. Check and sign communication book—in high school office, follow and record all duties on janitorial checklists. Turn into office weekly.—if requested
2. One custodian will prepare supply orders for the custodial needs, present list to superintendent for approval prior to placing orders.
3. Empty all wastepaper baskets and trash containers. Replace liners if needed—daily
4. Empty all recycling baskets when needed and replace liners.
5. Clean and disinfect all school restrooms—daily (Trailer, elementary girls and boys, FACS room, AG room, Kindergarten Room, Library—all 4, Locker Rooms—boys and girls, Faculty Women's, high school girls and boys, and office)
  - a. Damp clean fingerprints from both sides of door
  - b. Replenish supplies
  - c. Dust and/or damp clean all horizontal surfaces such as tops of stall walls, dispensers, ledges, sills, light fixtures, etc.
  - d. Clean mirrors
  - e. Scrub sinks, bowls and urinals inside, outside and base and rinse
  - f. Wash walls around sinks, stools and urinals
  - g. Polish chrome fixtures and chrome trim
  - h. Dust mop tile floor
  - i. Damp mop tile floor
  - j. Monthly or twice a month during winter months—sterilize and clean restrooms with pressure wash system
6. Clean and disinfect drinking fountains--daily
7. Dust mop hard surface floors—daily
8. Dust and clean trophy cases, lockers and vending machines--weekly
9. Scrub cafeteria with automatic scrubber—when needed, if dishwasher is unavailable.
10. Damp mop hard surface floors in FACS and restrooms--daily
11. Vacuum walk mats--daily
12. Vacuum carpeted floors. Spot clean as needed.--daily
13. Floor and Classroom Maintenance:
14. Scrub hallways with automatic scrubber—daily, as needed
15. Buff all tile floors--weekly

16. Recoat tile floors—quarterly (hallway), annually (classrooms)
17. Horizontal dust all classrooms and offices—weekly
18. High/low dust all classrooms and offices—weekly
19. Wash all chalkboards/whiteboards—weekly
20. Cobweb all classrooms and offices—weekly
21. Detail vacuum carpeted floors—weekly
22. Clean office carpets--monthly
23. Clean door glass—daily
24. Clean outside entry ways—daily
25. Rinse mop and mop bucket thoroughly—daily
26. Do not leave water in bucket—daily
27. Organize closets. Clean equipment—weekly
28. Monthly – 1. Clean ceiling fans 2. Dust Venetian blinds
29. Quarterly – Vacuum ceiling vents and air return ducts, clean exterior windows
30. Report for work and assist maintenance on snow days: could include shoveling snow, breaking up ice, and applying ice melt.
31. Set up and take down tables and chairs for school activities and inservices.
32. Assist with all school events and prepare main building prior to daily work when necessary—ex. Set-up for ballgames—make sure the high school hall, gym, cafeteria and restrooms are all cleaned.
33. Summer maintenance as directed by superintendent
34. Perform any and all other duties assigned by the superintendent.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## SCHOOL BUS MAINTENANCE

**Job Title:** School Bus Maintenance  
**Department:** Transportation  
**Reports to:** Superintendent  
**Classification:** Non-exempt

### Summary

Drivers transport students in district transportation.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position must:

1. Bus maintenance personnel are to report to the superintendent on bus conditions and are to use their judgment in the necessary repairs needed by the fleet.
2. The bus maintenance personnel will notify the school office if they believe a bus is un-safe to complete a route or trip.
3. Maintenance requests turned in to the superintendent will be passed on to the bus maintenance personnel.
4. Oil changes and maintenance must be completed every 3,000 miles.
5. Bus maintenance personnel are to perform all necessary maintenance procedures or see that the bus is taken to a repair facility for needed repairs as approved by the superintendent.
6. Bus maintenance personnel will maintain the fuel levels in all buses.
7. Bus maintenance personnel will see that all buses are washed and cleaned. (Does not include daily sweeping/trash). Windows should be washed at least every two days, buses washed at a minimum of once a month. More during times when roads are messy.
8. Performs all other duties necessary to the position as may be assigned by the superintendent.
9. Submit required medical certification
10. Participate in required training
11. Participate in required drug and alcohol testing

### Supervisory Duties

None

### Qualifications

#### **Education**

High school diploma or the equivalent

#### **Certificates, Licenses, Registrations**

Valid Missouri Commercial Drivers License with S endorsement

### Skills and Abilities

#### **Language**

Ability to read and write simple sentences in English, read and understand maps and possess basic writing skills sufficient to complete pre and post trip reports and student discipline referrals

#### **Computational**

Ability to add, subtract, multiply and divide and to do so using units of American weight, volume and distance measurement

#### **Reasoning**

Ability to understand and follow Board policies, administrative procedures and training and handbook materials

#### **Other Skills and Abilities**

Ability to interact in a friendly manner with co-workers, parents and students

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

The individual who holds this position must:

1. Sit for long periods of time
2. Occasionally walk and stand
3. Frequently bend and twist the torso and neck
4. Frequently use repetitive arm, wrist and hand movements
5. Occasionally lift up to 75 pounds
6. Use close, distance and peripheral vision as well as depth perception

**Attendance**

Consistent and regular attendance is an essential duty of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and drive on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## SCHOOL BUS DRIVER

**Job Title:** Driver  
**Department:** Transportation  
**Reports to:** Transportation Director  
**Classification:** Non-exempt

### Summary

Drivers transport students in district transportation.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position must:

1. Transport students over specified routes according to an established time schedule
2. Transport students to events and field trips
3. Comply with traffic regulations
4. Drive safely and professionally
5. Enforce the student discipline code
6. Submit required medical certification
7. Participate in required training
8. Participate in required drug and alcohol testing
9. Safety checks will be made daily and appropriate documentation made. This includes pre-trip and post-trip inspections.
10. All questions concerning transportation shall be directed to the superintendent.
11. Bus drivers are to report to the superintendent on road conditions and are to use their judgment as to going over bad roads.
12. The bus drivers will notify the school office if they are not able to complete a bus route.
13. Maintenance requests are to be in written form and turned into the superintendent's office.
14. Request for oil changes and maintenance must be turned in every 3,000 miles.
15. Bus drivers shall maintain discipline at all times and report continual disruptive behavior to the principal.
16. Bus drivers will never drive over posted limit. The rate of speed on gravel roads will be determined by road and weather conditions.
17. Bus drivers have the authority to make decisions about safety on the bus routes, as long as they are within the guidelines of board policy.

### Supervisory Duties

Drivers supervise students while transporting them

### Qualifications

#### **Education**

High school diploma or the equivalent

#### **Certificates, Licenses, Registrations**

Valid Missouri Commercial Drivers License with S endorsement

### Skills and Abilities

#### **Language**

Ability to read and write simple sentences in English, read and understand maps and possess basic writing skills sufficient to complete pre and post trip reports and student discipline referrals

#### **Computational**

Ability to add, subtract, multiply and divide and to do so using units of American weight, volume and distance measurement

**Reasoning**

Ability to understand and follow Board policies, administrative procedures and training and handbook materials

**Other Skills and Abilities**

Ability to interact in a friendly manner with co-workers, parents and students

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

The individual who holds this position must:

1. Sit for long periods of time
2. Occasionally walk and stand
3. Frequently bend and twist the torso and neck
4. Frequently use repetitive arm, wrist and hand movements
5. Occasionally lift up to 75 pounds
6. Use close, distance and peripheral vision as well as depth perception

**Attendance**

Consistent and regular attendance is an essential duty of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and drive on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

## LITERACY COACH

**Job Title:** Literacy Coach  
**Department:** Instruction  
**Reports to:** Principal  
**Classification:** Exempt

### Summary

Teachers are responsible for providing direct instruction to students and maintaining an environment conducive to learning

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Provide scientifically based professional development opportunities that are tailored to the needs of the reading staff.
2. Demonstrate effective strategies for implementing the five essential elements of reading instruction.
3. Explain *why* certain strategies, assessments, materials, and organizational structures are effective.
4. Expertise in the full range of assessments (screening assessments, diagnostic assessments, progress monitoring assessments, and outcome assessments.)
5. Provide single-topic mini-presentations on needed strategies.
6. Provide daily support to classroom teachers.
7. Plan and deliver group workshops.
8. Serve as a resource for new materials and ideas.
9. Consult with teacher on a one-to one basis or facilitate teams of teachers in identifying areas of need and in learning strategies, assessments, classroom organizational and management practices, and program requirements.
10. Seek ways to act as a bridge between and administration and the teachers in designing, developing, implementing, and evaluating the school's reading program.

### Supervisory Duties

Supervise students at all times

### Qualifications

#### **Education**

Bachelors Degree

#### **Certificates, Licenses, Registrations**

Valid Missouri Teaching Certificate

Valid Missouri School Bus License when requested by board

### Skills and Abilities

#### **Language**

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Write clear and complete lesson plans

#### **Computation**

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

**Reasoning**

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students

**Other Skills and Abilities**

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly

Establish and maintain effective relationships with students, peers and parents

Perform multiple tasks simultaneously

**Technology**

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

Utilize smart boards, projectors and other instructional technology provided by the district

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously

Move around the classroom

Read handwritten or printed material

**Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

**CUSTODIAN**  
**(Part- time position)**

**Job Title:** Custodian, Janitor  
**Department:** Facilities  
**Reports to:** Principal and Superintendent  
**Classification:** Non-exempt

**Summary**

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment. *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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Essential Duties and Responsibilities**

An individual who holds this position is required to

1. Clean all indoor facilities including floors, walls, windows and surfaces in all rooms and hallways
2. Use cleaning materials and techniques as directed
3. Assist with implementation of the district's pest management program
4. Assist with seasonal grounds work such as snow, ice and leaf removal and lawn care
5. Restock disposable items such as soap and paper towels

**Supervisory Duties**

None

**Qualifications**

**Education**

High school diploma or equivalent

**Certificates, Licenses, Registrations**

None

**Skills and Abilities**

**Language**

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English

Write routine reports and memos

Respond to requests from staff members

**Computation**

Ability to add, subtract multiply and divide using units of American money, weight, volume and distance.

**Reasoning**

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, or in writing by diagram or form

**Technology**

Minimal use of technology is required including data entry into inventory records

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Physical Demands**

While performing these duties,

1. The employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

2. The employee is frequently required to reach, climb, bend, squat, stoop and kneel
3. The employee continuously uses hand strength to grasp and use tools and climb ladders.
4. The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as cafeteria tables, desks, tables, bleachers and scrubbing machines.
5. Specific vision requirements include close and peripheral vision and depth perception

### **Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

### **Specific Responsibilities:**

Area Covered: Cafeteria, trailer, Industrial Arts/Wildcat Den and all out buildings.

1. Check and sign communication book—in high school office, follow and record all duties on janitorial checklists. Turn into office weekly.—if requested
2. Full time custodian will prepare supply orders for the custodial needs, present list to superintendent for approval prior to placing orders.
3. Empty all wastepaper baskets and trash containers. Replace liners if needed—daily
4. Empty all recycling baskets when needed and replace liners.
5. Clean and disinfect all school restrooms—daily (Trailer, FACS room, AG room, Kindergarten Room.)
6. Damp clean fingerprints from both sides of door
7. Replenish supplies
8. Dust and/or damp clean all horizontal surfaces such as tops of stall walls, dispensers, ledges, sills, light fixtures, etc.
9. Clean mirrors
10. Scrub sinks, bowls and urinals inside, outside and base and rinse
11. Wash walls around sinks, stools and urinals
12. Polish chrome fixtures and chrome trim
13. Dust mop tile floor
14. Damp mop tile floor
15. Monthly or twice a month during winter months—sterilize and clean restrooms with pressure wash system
16. Clean and disinfect drinking fountains--daily
17. Dust mop hard surface floors—daily
18. Dust and clean trophy cases, lockers and vending machines--weekly
19. Scrub cafeteria with automatic scrubber—when needed, if dishwasher is unavailable.
20. Damp mop hard surface floors in FACS and restrooms--daily
21. Vacuum walk mats--daily
22. Vacuum carpeted floors. Spot clean as needed.--daily
23. Floor and Classroom Maintenance:
24. Scrub hallways with automatic scrubber—daily, as needed
25. Scrub cafeteria with automatic scrubber—daily, as needed
26. Buff all tile floors--weekly
27. Recoat tile floors—quarterly (hallway), annually (classrooms)
28. Horizontal dust all classrooms and offices—weekly

29. High/low dust all classrooms and offices—weekly
30. Wash all chalkboards/whiteboards—weekly
31. Cobweb all classrooms and offices—weekly
32. Detail vacuum carpeted floors—weekly
33. Clean office carpets--monthly
34. Clean door glass—daily
35. Clean outside entry ways—daily
36. Rinse mop and mop bucket thoroughly—daily
37. Do not leave water in bucket—daily
38. Organize closets. Clean equipment—weekly
39. Monthly – 1. Clean ceiling fans 2. Dust Venetian blinds
40. Quarterly – Vacuum ceiling vents and air return ducts, clean exterior windows
41. Report for work and assist maintenance on snow days: could include shoveling snow, breaking up ice, and applying ice melt. Time will be communicated by Superintendent.
42. Set up and take down tables and chairs for school activities and inservices.
43. Assist with all school events and prepare main building prior to daily work when necessary—ex. Set-up for ballgames—make sure the high school hall, gym, cafeteria and restrooms are all cleaned.
44. Summer maintenance as directed by superintendent
45. Perform any and all other duties assigned by the superintendent.

I have read and understand the above presented job description. In addition, as member of the Bronaugh School District I will not become involved in gossip, rumors or intrigues, that are professionally or personally damaging or demeaning to an employee, student, or the district.

\_\_\_\_\_ (employee signature) \_\_\_\_\_ (date)

