

Bronaugh R-VII School District



Job Descriptions

2009-2010

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. 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.

SUPERINTENDENT OF SCHOOLS

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.

Reports to: The Board of Education

Job Goal: To carry out the policies of the school board and to oversee all school functions.

Responsibilities:

1. Provides direction for day-to-day operation within the district
2. Communicates standards of expected performance and provides for implementation of performance evaluation strategies for positive educational change
3. Provides leadership for positive educational change
4. Provides for effective recruitment, selection, and assignment of district personnel
5. Promotes and participates in faculty and staff development activities appropriate for district personnel
6. Provides leadership for curriculum development and the organization of personnel to implement the curriculum
7. Demonstrates effective communication and organizational skills
8. Insures the district facilities are conducive to a positive learning environment
9. Promotes and maintains a positive school climate
10. Demonstrates effective problem solving and decision making skills
11. Provides for the development and use of appropriate revenue sources
12. Develops district budget based upon established priorities and consistent with fiscal practices
13. Insures that appropriate account and control procedures are applied to all fiscal practices
14. Insures compliance with statutes, rules and regulations relating to district operations
15. Demonstrates positive professional relationships with district personnel and patrons of the community
16. Provides for the organization of instruction throughout the district
17. Provides positive direction and leadership for the board of education
18. Provides recommendations for the development of district policies and procedures
19. Provides effective implementation of approved district policies and procedures
20. Authorized to implement action when no policy guidelines have been developed
21. Administer all state and federal programs
22. Organized custodian operations efficiently in order to maintain a clean school
23. Facilitates prompt reporting and follow up of needed repairs along with requests for additional facilities as needed
24. Organizes cafeteria operations efficiently in order to contribute to a wholesome school environment
25. Is appointed by the board of education as transportation director
26. Is appointed by the board of education as public relations officer
27. Implement measures to promote pride in the school's appearance
28. Communicates to all personnel the importance of their role in school operations
29. Delegates responsibilities to the principal when appropriate.
30. Performs such other duties as may be assigned by the board of education.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the board of education by using the Board of Education adopted Performance Based Superintendent Evaluation Forms.

PRINCIPAL

Qualifications: Valid Missouri Certificate for Elementary and Secondary Administration, K-12

Reports to: Superintendent

Job Goal: To provide leadership to teachers and students, assists students in having the optimum learning experience, and helps teachers attain their highest effectiveness in instruction.

Responsibilities:

Instructional leadership

1. Provides direction for the school—follows the vision and CSIP
2. Provides for appropriate curricular offerings and effectively organizes personnel to staff those offerings
3. Effectively implements formative evaluation strategies oriented toward improvement of instruction
4. Provides leadership for positive educational change

Organizational management

1. Provides for effective and efficient day to day operation of the school
2. Ensures that the school plant/facilities are clean, orderly & conducive to a positive learning environment
3. Ensures efficient, ethical, and legal management of building level fiscal resources
4. Promotes and maintains a positive school climate

Student orientation

1. Establishes and maintains an effective overall tone for discipline in the school
2. Promotes positive student attitudes about school and staff

Staff personnel

1. Demonstrates effective skill in the recruitment, selection & evaluation of school personnel for school year, summer school and extracurricular activities.
2. Works effectively with staff in superior, peer and subordinate roles
3. Promotes on-going staff development through the PLC model

School community relations

1. Works effectively with parents
2. Works effectively with community agencies

Personal development

1. Demonstrates personal motivation and self-discipline
2. Demonstrates a range of personal interest
3. Effectively tolerates stress
4. Demonstrates sensitivity to others
5. Is a professional role model to students and staff

Professional responsibilities

1. Follows the policies and procedures of the Board of Education and school district
2. Participates in professional growth activities
3. Follows the ISSLC Standards

Integrated leadership skills

1. Demonstrates effective communication skills
2. Demonstrates effective skills in problem analysis decision making and judgment
3. Demonstrates effective organizational ability
4. Performs other related duties or responsibilities as may be assigned by the superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by using the Board of Education adopted Performance Based Principal Evaluation form.

LIBRARIAN

Qualifications: Valid Missouri Certification for Librarian

Reports to: Principal

Job Goal: 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.

Responsibilities:

Recognizes the critical role of information retrieval in the future of education.

1. Makes long-range plans which guide the development of the library media center. Encourages the use of new technologies.

Establishes and maintains an environment in which students and staff can work at productive levels.

1. Develops and implements policies and procedures for the operation of the library media center.
2. 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.
3. Maintains the library media center in a functional, attractive and orderly environment conducive to student learning.
4. 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.
5. Communicates health and safety needs of the library media center to the proper authorities.
6. Assumes responsibilities for proper use and care of library media center facilities, materials and equipment.

Manages student behavior in a constructive manner.

1. Promotes appropriate learner behavior.
2. Encourages student self-direction and responsibility for learning; maintains a productive balance between freedom and control.
3. Exercises consistency in discipline policies.
4. Corrects disruptive behavior constructively.

Demonstrates competency in selection, acquisition, circulation and maintenance of materials and equipment.

1. Uses a district-approved selection policy based on state guidelines.
2. Selects materials and equipment, which supports the curriculum and promotes the school's educational philosophy.
3. Uses approved business procedures for ordering and receiving materials and equipment.
4. Classifies, catalogs, processes and organizes for circulation the educational media and equipment according to professional standards established by AASL, state and local sources.
5. Uses clearly stated circulation procedures
6. Informs staff and students of new materials and equipment
7. Establishes and/or follows procedures for maintenance and repair of media equipment.
8. Periodically updates and re-evaluates the collection to assure a current, attractive and well-balanced collection.
9. Assists in production of materials as feasible.

Prepares statistical records and reports needed to administer the library media center.

1. Maintains a current inventory of holdings to assure accurate records.
2. Prepares and submits to administrators such reports as are needed to promote short and long term goals of the library media center.
3. Prepares and submits reports to other officials as requested.

Administers budgets according to needs and objectives of the library media center within administrative guidelines.

1. Submits budget proposals based on needs and objectives of the library media center.

2. Plans expenditures of allocated funds to meet short and long term goals.
3. Keep accurate records of all disbursements for the library media center.

Evaluates library media center programs, services, facilities and materials to assure optimum use.

1. Evaluates programs, services facilities and materials informally and formally on a continuous basis, identifying strengths and weaknesses.
2. Provides periodical evaluation of library media center programs by faculty and students.
3. Develops plans for making changes based on evaluations.

Use time effectively, efficiently and professionally.

1. Prioritizes demands on time to provide maximum support of library media center programs and services.
2. Streamlines or eliminates time consuming or nonessential routines when possible, without lowering the quality of programs and services.

Exercise leadership and serves as a catalyst in the instructional program.

1. Serves as instructional resources consultant and media specialist to teachers and students.
2. Uses an appropriate variety of media and teaching techniques in instructional situations.
3. Provides leadership in using newer technologies for instruction.
4. Provides inservice training and library media center orientation as needed.
5. Plans and/or participates in special projects or proposals.
6. Serves on committees involved with designing learning experiences for students, curriculum revision or textbook adoption.
7. Administers resource sharing, interlibrary loan and/or networking activities.

Plans and implements the library media center program of library media skills.

1. Considers long range objectives when planning instruction appropriate to subject and grade levels.
2. Develops sequential, short-range objectives, which facilitate progress toward defined long-range objectives.
3. Demonstrates knowledge of the general curriculum and observes recommended steps of teaching when in formal instructional situations.
4. Plans with teachers to identify and implement the library media center skills curriculum within the classroom curriculum.
5. Continually instructs students and staff, individual or in-groups, in the use of the library media center, media, and equipment.
6. Encourages independent use of the facility, collection and equipment by students and staff.
7. Guides students and staff in selecting appropriate media from a wide range of learning alternatives.
8. Guides and supervises students and staff in research activities and in the use of reference materials.
9. Communicates effectively with students and staff.

Promotes the development of reading skills and reading appreciation.

1. Conveys enthusiasm for books and reading.
2. Develops activities and/or provides individual guidance to motivate reading.

Supports classroom teachers in their instructional units.

1. Provides a wide variety of resources and supplementary materials
2. Assists in choosing and collecting appropriate materials.
3. Cooperatively plans and teaches content appropriate to library media center objectives.
4. Cooperates with teachers in designing and implementing a functional study skills program.

Provides resources for professional growth of faculty and staff.

1. Identifies and encourages use of materials from the library media center and professional library.
2. Informs staff of new materials, equipment, and research in which they have special interest.
3. Suggests resources outside of the library media center collections.

Demonstrates positive interpersonal relations with students.

1. Interacts with individual students in a mutually respectful and friendly manner.
2. Strives to be an available personal resource for all students.

3. Protects each user's right to privacy and confidentiality in library media center use.
4. Demonstrates understanding and acceptance of difference views and values.
5. Gives constructive criticism and praise when appropriate.

Demonstrates positive interpersonal relations with educational staff.

1. Initiates interaction with colleagues in planning instructional activities for students.
2. Shares ideas and methods with other teachers and staff.
3. Makes appropriate use of support staff services.
4. Works cooperatively with the school's administration to implement policies and regulations for which the school is responsible.
5. Informs administrators and/or appropriate personnel of school related matters.

Demonstrates positive interpersonal relations with parents/patrons.

1. Provides a climate which encourages communication between the library media center and parents or patrons.
2. Cooperates with parents in the best interests of students.
3. Supports and participates in parent-teacher activities.
4. Promotes patron involvement with the library media center.
5. Handles complaints and/or challenged materials in a firm but friendly manner.
6. Identifies community resource persons who may serve to bring the community into the educational process.

Participates in professional growth activities.

1. Keep abreast of developments in library science and issues related to teaching.
2. Demonstrates commitment by participating in professional activities (e.g. professional organizations, coursework, workshops, and conferences.)
3. Takes advantage of opportunities to learn from colleagues, students, parents, and the community.

Follows the policies and procedures of the school district.

1. Strives to stay informed about policies and regulations applicable to his/her position.
2. Selects appropriate channels for resolving concerns/problems.

Demonstrates a sense of professional responsibility

1. Completes duties promptly, dependably and accurately in accordance with established job description.
2. Demonstrates a responsible attitude for student management throughout the entire building.

Other duties

1. The librarian will meet all other requirements of teachers as stated in the board policy manual.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the principal by using the board of education adopted Performance Based Librarian Evaluation Form.

TEACHER

Qualifications: Valid Missouri Teacher's Certificate

Reports to: Principal

Job Goal: To provide the motivation and instruction for each student and to develop his/her optimum physical and mental capabilities

Responsibilities:

1. Shall become acquainted with the rules and regulations of the school system and shall perform all duties incumbent upon them by such rules. A faithful performance of the duties outlined by regulations of the Board, Superintendent and Principal shall constitute a binding part of the teacher's contract with the Board of Education.
2. Shall assume the monitorial duties assigned them by their principal; proper supervision of the building and grounds is an important aspect of school administration and is considered a part of the daily work of the teacher.
3. Arrives at school by 8:00 a.m. unless on assigned duty and then would arrive by 7:45 a.m.
4. Meets and instructs assigned classes at designated time and location.
5. Develops and maintains a classroom environment conducive to effective learning with the limits of the resources provided by the district.
6. Plans a program of study that, as much as possible, meets the individual needs, interest and abilities of students.
7. Plans both daily and long-range lesson plans as provided by the direction of the principal and superintendent. Weekly lesson plans are submitted to the office on Fridays prior to leaving.
8. Guides the learning processes towards the achievement of curriculum goals and in harmony with goals establishes clear objectives for all lessons, units, projects, etc. to communicate these objectives to students.
9. Writes and annually updates curriculum documents to the specifications of the school district administration.
10. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved in meeting the stated objectives.
11. Evaluates students' progress on a regular basis and provides progress reports as required.
12. Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
13. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
14. Identify the learning difficulties of students on a regular basis, seeking the assistance of district specialists as required.
15. Counsels with colleagues, students and/or parents on a regular basis.
16. Checks roll and promptly posts all absences and tardies of students in the appropriate place in accordance with attendance procedure.
17. Uses bulletin boards to add to the classroom environment by creating effective instructional items relating to the materials being covered in class or relating to the particular season or to the extracurricular activities.
18. Assumes the responsibility of instructing the students in emergency procedures for evacuating the building.
19. Assists the administration in implementing all policies and or rules governing the student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair and just manner.
20. Reports student discipline problems to principal and seeks guidance in solving problems.
21. Presents to the superintendent a list of calendar activities early enough to be incorporated in the next monthly listings.

22. Calls the principal in the event of absence giving the principal sufficient time to get a substitute and provides lesson plans and class rolls for the substitute.
23. Reports to the principal's office the necessity to leave the building during school hours and reports the time of departure and the reasons for leaving and the time of return.
24. Be responsible for funds under teacher's care until such funds are turned over to the principal or person designated to receive funds.
25. Submits to the superintendent requisitions and justifications for the purchase of classroom supplies and other materials and equipment.
26. Makes an annual inventory report of all equipment, supplies and textbooks in their department and files a report with the superintendent.
27. Encourages students to exhibit loyalty and pride in class and school.
28. Displays enthusiasm and a positive attitude toward students, subjects and profession.
29. Displays an interest in the overall school program
30. Maintains the privacy of all records and releases no information except with the consent of the appropriate authorities.
31. Exercises supervision over their assigned rooms, the temperature and lighting, the proper care of all properties and the general neatness and orderliness.
32. Purchases of supplies for which the school district assumes responsibility may not be made without a purchase order or the specific verbal approval of the principal.
33. Attends and participates in all meetings called by the principal and/or superintendent unless excused by the administrator in charge.
34. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
35. Assists in the selection of books, equipment and other instructional materials.
36. Assists on various committees, accepts a share of responsibility for co-curricular activities and assumes other duties as requested by the principal and superintendent
37. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavior progress of all assigned students.
38. Establishes and maintains cooperative relationships with others.
39. Checks room and building when leaving (lights out, electricity off, shades pulled evenly and doors locked), and when entering and/or leaving school before or after regular hours, sees that lights are out and the building is secured.
40. Provides for his/her professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning to include high quality professional development.
41. Maintains or establishes high expectations for students and self.
42. Assists in the development and monitoring of the district CSIP.
43. Is guided by the district adopted vision and CSIP in all areas of school.
44. Assumes such other duties and responsibilities as may be assigned by the principal or superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the principal by using the Board of Education adopted Performance Based Teacher Evaluation forms.

PRESCHOOL TEACHER

Qualifications: Certified by the state of Missouri with Early Childhood Certification.

Reports to: Principal and/or Superintendent

Job Goal: to provide general supervision, provide a stimulating, safe, and developmentally appropriate educational environment where preschool children have the opportunity to develop cognitive, social, emotional and physical skills.

Responsibilities:

1. Organizes and provides developmentally appropriate early childhood education programs; plans and implements curriculum and education for preschool children.
2. Provides activities and opportunities that encourage curiosity, exploration and problem solving appropriate to the developmental levels and learning styles of children.
3. Plans and prepares classroom setting; oversees safety and educational programs; supervises children in the classroom; provides a supportive environment in which children can learn and practice appropriate and acceptable individual and group behaviors.
4. Interacts with parents and community groups; maintains open and cooperative communication with parents and families; encouraging their involvement in the program and supporting the child's family relationships.
5. Writes and compiles individual assessments for each child's development; completes daily inventories, child attendance, and related reports.

KNOWLEDGE, SKILLS AND ABILITIES:

1. ability to evaluate, design, and implement curriculum, testing and teaching methods
2. record maintenance skills
3. knowledge of early childhood education programs and techniques
4. ability to positively influence others
5. knowledge of child development theory and practice
6. strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in the community.
7. ability to provide activities for children that encourage healthy growth
8. knowledge of safety procedures
9. ability to provide a supportive and caring environment for children
10. ability to exercise control and maintain classroom discipline

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: evaluation will be performed annually by the principal by using the board of education adopted performance based teacher evaluation form—if fees are charged for preschool, teacher tenure does not apply.

SPECIAL SERVICES COORDINATOR

Qualifications: Certified Teacher appointed by the board of education

Reports to: Principal and Superintendent

Responsibilities:

1. Conduct or arrange with special education teachers to conduct diagnostic meetings and IEPs; notify parents and teachers of meetings; aid in development of IEPs; conduct or arrange to have necessary reevaluations and follow-up on each child; teachers will write the IEPs.
2. Be the leader of the district diagnostic, staffing and IEP teams.
3. Administer or have administered diagnostic tests. The special services coordinator may be needed at times to assist in supervising screening. Write or see that the diagnostic report is written on each child evaluated.
4. Make referrals to related agencies when necessary; help initiate new services when necessary.
5. Provide consultative assistance to teachers, administrators, and others regarding exceptional children.
6. Review the State Census for Handicapped Children to determine projected program changes that may be needed.
7. Write and implement any new programs necessary for the special services program.
8. Evaluate the total district program to insure its effectiveness.
9. Review all new special education records for transfer students to determine if they are complete.
10. Review all special education records for transfer students to determine if they are complete.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the principal using the Board of Education adopted Performance Based Guidelines for teacher evaluation.

ASSISTANT SPECIAL EDUCATION COORDINATOR

Qualifications: Lead special education teacher

Reports to: Special Education Director and Principal

Job Goal: to provide a communication bridge between the special education director and principal and to provide additional support for the special education department.

Responsibilities:

1. Monitor and recommend changes needed to the district's special education plan
 2. Meet with the district's special education coordinator on a regular basis (weekly)
 3. Provide on-site assistance to administration concerning special education issues
 4. Promptly fill-out all paper work required by the special education department or oversee its completion
 5. Attend annual special education administrator's conference with principal's approval
 6. Provide any data needed to complete reports to DESE, etc. in a timely fashion.
 7. Maintain an active inventory of all equipment and material provided for the district.
 8. Plan in-service workshops for the staff.
 9. Encourage, schedule and participate in parent conferences for children being served.
 10. Maintain copies of updated records on each exceptional child served by the district.
 11. Screen referrals from teachers, parents, and others.
 12. Update and prepare the district's compliance plan and all other records and reports that are required by the Department of Elementary and Secondary Education. Prepare and distribute to media all required announcements and information.
 13. Assume the duties of the special education coordinator in his/her absence and with the authorization of the principal and/or superintendent.
 14. Performs all other duties necessary to the position as may be assigned by superintendent
- Terms of Employment:** Salary and work schedule to be established by the board of education
- Evaluation:** Annually evaluated by the Superintendent

ASSESSMENT COORDINATOR

Qualifications: Certified Staff Member, Master's Degree, Knowledge of Testing Best Practices, Presentation skills and certification for testing

Reports to: Superintendent

Job Goal: to provide leadership and organization in assessment practices on standardized tests, K-12.

Responsibilities:

1. Monitor changes needed in the districts assessment practices depending on MSIP and NCLB Standards
2. Hold in-service training on assessment procedures prior to any group administered assessment
3. Plan and communicate best practices for assessments including scheduling, incentives, classroom monitoring, etc.
4. Order and track all assessment materials.
5. Provide parental communication regarding test results
6. Provide for tutoring of students below expectations on state assessments and 4th grade reading assessments
7. Annually provide testing of special education students
8. 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
9. Attend meetings relating to assessment
10. Review and recommend assessment changes to the superintendent
11. Performs all other duties necessary to the position as may be assigned by the superintendent

Terms of Employment: salary and work schedule to be established by the board of education.

Evaluation: Annually evaluated by the Superintendent

CHARACTERPLUS COORDINATOR

Qualifications: certified staff member

Reports to: Principal and Superintendent

Job Goal: to maintain and promote a viable character education program in the district in order to promote changes in student and societal behavior

Responsibilities:

1. Establish and coordinate a CharacterPlus Committee, meeting quarterly
2. Maintain documentation for the CharacterPlus Committee
3. Represent the district at CharacterPlus Meetings and attend the annual conference in St. Louis
4. Annually evaluation of the CharacterPlus Program
5. Develop and/or revise the district-wide Character Education Plan
6. Implement the district-wide Character Education Plan
7. Act as a role model for character education and good character
8. Promote character education activities throughout the school
9. Take a leadership role in the responsibilities of the CharacterPlus Committee which include:
 - a. Providing Monday morning assemblies
 - b. Student recognition for character
 - c. Fundraising for character education
 - d. Red Ribbon Week Activities
 - e. Character Education Assemblies
 - f. Establishing and maintaining a character education program in grades preK-12
10. Performs all other duties necessary to the position as may be assigned by superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Annually evaluated by the Superintendent

ATHLETIC DIRECTOR

Qualifications: Must be able to develop and manage sports schedules, communicate effectively with others, maintain adequate records, and react effectively to unforeseen events.

Reports To: Principal and/or Superintendent.

Job Goal: To ensure the smooth and efficient operation of sporting events for the district.

Responsibilities:

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. Performs other appropriate duties as assigned by the principal or superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation Annually evaluated by the Superintendent.

ASSISTANT ATHLETIC DIRECTOR(S)

Qualifications: Must be able to develop and manage sports schedules, communicate effectively with others, maintain adequate records, and react effectively to unforeseen events.

Reports To: Athletic Director and/or Principal

Job Goal: To ensure the smooth and efficient operation of sporting events for the district.

Responsibilities:

1. To prepare for home games, supervise away games, and report all results to the newspaper.
2. To ensure that applicable state regulations involving eligibility, length of season, number of games, practices, etc. are satisfied.
3. Makes proper requests for transportation of student athletes and cheerleaders to and from out-of-town sports events.
4. Works closely with athletic director to develop sports events and schedules which reflect their needs.
5. Maintains and files with appropriate offices all required paper work regarding student athletes, and the sports events he/she has scheduled and directed.
6. Remains in close contact with the Principal and Superintendent in regard to all sports matters.
7. Responsible for advancing the concept of good sportsmanship among students, parents, and the visiting public.
8. Performs other appropriate duties as assigned by the athletic director and/or principal and/or superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation Annually evaluated by the Athletic Director

HEAD COACH

Qualifications: 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.

Reports To: Athletic Director and Principal

Job Goal: 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.

Responsibilities:

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. Performs other appropriate duties as assigned by the principal or superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Annually evaluated by the Principal

CLASS SPONSOR

Qualifications: Certified staff member

Reports To: Principal and/or Superintendent

Responsibilities:

1. Schedule and organize class meetings.
2. Conduct class elections.
3. Organize fundraising activities.
4. Collect and receipt class monies.
5. Provide parental communication on class activities.
6. Organize fundraising activity and supervise class at annual Fall Festival event.
7. Communicate with administration.
8. Plan and organize Junior/Senior Prom (Junior Sponsor).
9. Plan and organize graduation event (Senior Sponsor).
10. Plan and organize senior trip activities (Senior Sponsor).
11. Performs other appropriate duties as assigned by principal or superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation Annually evaluated by the Principal

ORGANIZATION SPONSOR

Qualifications: Certified staff member

Reports To: Principal and/or Superintendent

Responsibilities:

1. Organize and schedule club meetings.
2. Conduct officer elections.
3. Organize fundraising activities.
4. Collect and receipt club monies.
5. Communicate with administration.
6. Performs other appropriate duties as assigned by principal or superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation Annually evaluated by the Principal.

PARENTS AS TEACHERS COORDINATOR

Qualifications:

1. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 25% walking, and 35% standing. The job is performed under minimal temperature variations and some hazardous conditions.
2. Bachelor's degree in job related area.
3. Job related experience is required.
4. Valid Driver's License & Evidence of Insurability
5. Certified Parent As Teachers
6. CPR/First Aid Certificate
7. Current Testing Certification
8. Physical Exam/TB Screening

Reports to: Principal and Superintendent

Job Goals: The PAT program is for the purpose/s of developing readiness skills for children birth to 36 months that support the educational objectives for successful entry into the public school system; staff provide parents and other family members with guidance and researched based practices to enhance the developmental and language skills for the students; communicating information to staff of relevant factors within students' home environment that may impacts their success in the classroom; ensuring compliance with financial, legal and administrative requirements; and providing information recommendations and/or direction to parents, instructional staff and administration as may be requested.

Responsibilities:

Skills, Knowledge and Abilities

1. SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analyzing a wide variety of information; operating standard office equipment including using pertinent software applications; effectively managing time; preparing and maintaining accurate records; individualizing presentation of information; and using observation skills.
2. KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: understanding of child development, a range of appropriate child rearing practices and issues; and school and community resources
3. ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: possess a knowledge base aligned with contemporary best researched based practices in child development, skill acquisition, literacy and language development; convey a professional image; communicating with diverse groups or individuals; motivating and empowering individuals and families; being non-judgmental; analyzing data; maintaining confidentiality; setting priorities; working as part of a team and independently.
4. Working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and supervising the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Duties

1. Assesses parental support, child development and home environment for the purpose of developing an individualized plan to assist parent(s) in parenting skills and interaction with child to enhance skill acquisition.
2. Conducts home visits for the purpose of providing research-based child development and early literacy information, developmental screenings, parenting support and guidance regarding community resources as may be appropriate, in an effort to promote school readiness.
3. Coordinates parent activities (e.g. play groups, group meetings, etc.) for the purpose of informing and supporting parents in their understanding of program, ability to network with other parents and enhancing overall parenting skills including self esteem, nutrition, play activities, etc. and providing appropriate research-based development information.
4. Maintains a variety of records (confidential and non-confidential) and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
5. Participates in various meetings (e.g. advisory board, in-service training, department meetings, professional development, etc.) for the purpose of collaborating with other personnel, conveying and/or gathering information required to perform functions, recruiting families and/or addressing professional development requirements.
6. Prepares various documents (e.g. correspondence, agenda, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
7. Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
8. Responds to inquiries (e.g. parents, other staff, community agency representatives, etc.) for the purpose of providing information and/or direction regarding the Parents as Teachers program.
9. Supports parents for the purpose of providing guidance to them in understanding stages of early childhood development and their role as their child's first teacher.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by using the Board of Education adopted Performance Based Evaluation form.

NURSE

Qualifications:

1. Graduated from an accredited school of nursing with an Associate, Diploma or B.S.N. degree with current Missouri registered nurse license—RN
2. Experience in school health related field preferred

Reports to: Principal and/or Superintendent

Job Goal: To strengthen and facilitate the educational process by modifying or removing health related barriers to learning in individual students and by promoting wellness for students and staff.

Responsibilities:

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 with NEVC and Sheldon Nurses.
15. Reports to the Superintendent on the progress of the CSIP goals and wellness policy for the district.

Terms of Employment: Salary and work schedule to be established by the board of education and the Department of Health Grant

Evaluation: Performance of this job will be evaluated annually by the superintendent by using the board of education adopted support staff performance evaluation form.

**BOOKKEEPER—SUPERINTENDENT’S SECRETARY
DISTRICT TRANSPORTATION TRAINER—BOARD SECRETARY**

Qualifications:

1. Two years office experience, field of education helpful
2. Must have accurate keyboarding skills and demonstrate knowledge of grammar, composition, spelling, and punctuation. Experience with computers, using MS Office—word, excel, access, PowerPoint, publisher.
3. Accurate accounting skills, double entry bookkeeping system and computer entry—using STI/LEMCO software or any educational software package approved by the board of education.
4. Articulate, well-groomed, with personality to greet public in person and via telephone
5. Able to carry out assignments without constant supervision
6. Able to maintain complete confidentiality
7. Possess a certified bus trainer certificate—school bus license

Reports to: Superintendent

Job Goal: To provide secretarial & bookkeeping duties as needed to manage a well-organized and smoothly run office.

Responsibilities:

1. Type and edit all correspondence and reports
2. Act as receptionist in answering telephone and greeting visitors
3. Arrange appointments and screen visitors to the office
4. 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.
5. Organize and maintain office files including personnel records, including web-based records on STI
6. Assist in the preparing educational reports including but not limited to: CORE DATA, ASBR, MOSIS, etc.
7. Operate office machinery including copy machine, computer/printer, fax, binding machine, etc.
8. Work with auditor and school finance section at DESE
9. Submit monthly financial reports to the board of education and superintendent
10. Perform duties of Notary Public for school district.
11. Record teacher and staff attendance
12. Print and issue W-2's at end of year
13. Assist superintendent with preparing annual budget document
14. Maintain confidential nature of all school-related matters
15. Attend all board meetings, take minutes, prepare board minutes, post agendas, and financial statements for board and for public on website, type and file minutes from the monthly board of education meetings
16. Collect all moneys' receipt the amount collected and make daily deposits
17. Maintain copier, order supplies and call repair personnel when needed
18. Assume responsibility for a wide variety of management tasks associated with the superintendent's office operation
19. Perform necessary functions unique to the particular secretarial position for which employed
20. Conducts training sessions for school bus drivers—keep current on all transportation issues

21. Maintain Transportation Reports as requested by the superintendent
22. Drive sub bus routes as needed
23. Participate in committees and advisory councils that pertain to this position.
24. Performs all other duties necessary to the position as may be assigned by the board of education and/or superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by using the board of education adopted support staff employee performance evaluation form.

HIGH SCHOOL SECRETARY

Qualifications:

1. Two years office experience, field of education helpful
2. Must have accurate keyboarding skills, and demonstrate knowledge of grammar, composition, spelling and punctuation. Experience with computers, using word processing, data bases and spreadsheets
3. Articulate, well-groomed, with personality to greet public in person and via telephone
4. Able to carry out assignments without constant supervision
5. Able to maintain complete confidentiality

Reports to: Principal and Superintendent

Job Goal: To provide secretarial duties as needed to manage a well-organized and smoothly run office

Responsibilities:

1. Type and edit all correspondence and reports
2. Act as receptionist in answering telephone and greeting visitors
3. Arrange appointments and screen visitors to the office
4. Keep accurate records of petty cash account and reconcile petty cash bank account
5. Organize and maintain office files
6. Assist in the preparation of a variety of educational reports
7. Verify lunch application forms
8. Keep information of breakfast and lunch programs on computerized food service system
9. Operate office machinery, including: copier, laminator, binding machine, computer/printer, fax, etc.
10. Type requisitions for purchase of supplies and/or services when needed
11. Make sure only authorized persons are picking up students to leave the building
12. Maintain confidential nature of all school-related matters
13. Mail/fax purchase orders for classroom supplies and books
14. Maintain attendance records in a manner approved by the superintendent, principal and DESE.
15. Run all daily and monthly attendance reports
16. Type and distribute daily bulletins, monthly menus and calendars—enter bulletins, menus and calendars online on STI & Website.
17. Maintain MOSIS system for DESE reports and Core Data
18. Keep track of enrollment and withdrawal of students in the computer
19. Request and mail transcripts on transfer students
20. Mail and file deficiency and outstanding student reports
21. Type, copy, and mail correspondence coming from the office
22. Collect all moneys, receipt the amount collected and make daily deposits
23. Maintain copier, order supplies and call repair personnel when needed.
24. Perform necessary functions unique to the particular secretarial position for which employed
25. Act as the high school nurse aide when the school nurse is unavailable.
26. Participate in committees and advisory councils that pertain to this position.
27. Performs duties of Notary Public for the school district.
28. Performs all other duties necessary to the position as may be assigned by the principal or superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by the Board of Education adopted support staff employee performance evaluation form.

ELEMENTARY SECRETARY

Qualifications:

1. Two years office experience, field of education helpful
2. Must have accurate keyboarding skills and demonstrate knowledge of grammar, composition, spelling, and punctuation. Experience with computers, using word processing, spreadsheets, databases
3. Articulate, well-groomed, with personality to greet public in person and via telephone
4. Able to carry out assignments without constant supervision
5. Able to maintain complete confidentiality

Reports to: Principal and Superintendent

Job Goal: To provide secretarial duties as needed to manage a well-organized and smoothly run office

Responsibilities:

1. Organize and maintain elementary office files
2. Operate office machinery to include: copy machines, laminator, computer/printer, cell phone/phone systems, and software programs utilized by the district.
3. Make sure only authorized persons are picking up students to leave the building
4. Maintain confidential nature of all school-related matters
5. Pick-up mail, etc. in the main office and distribute to elementary building.
6. Collect all moneys (breakfast, lunch, etc.), receipt the amount collected and make weekly and/or daily reports/deposits to the main office as required by Board Policy.
7. Maintain copier, order supplies and call repair personnel when needed – notifying the main office first.
8. Act as the elementary nurse aide when the nurse is not available.
9. Perform necessary functions unique to the particular secretarial position for which employed
10. Participate in committees and advisory councils that relate to this position.
11. Performs all other duties necessary to the position as may be assigned by the principal or superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by the Board of Education adopted support staff employee performance evaluation form.

DATA-ENTRY PARAPROFESSIONAL

Qualifications:

1. 60 hours of college credit and substitute certificate
2. General Understanding of Public School Education
3. Competency in computer skills
4. Good Human Relations Skills

Reports to: Principal and/or Superintendent

Job Goal: To assist in providing a well-organized, smoothly functioning program in the designated areas.

Responsibilities:

1. 21st CCLC Secretary: assists 21st CCLC Coordinator in:
 - a. Maintaining organization
 - b. Managing student and staff records on Kids Care Program
 - c. Preparing materials
 - d. Implementing policies, rules and/or regulations
 - e. Assistance in preparing grant paperwork and submissions online
2. Lunch Clerk: assists food service director and staff in:
 - a. Operating the LunchBox breakfast and lunch program
 - b. Monitoring breakfast and lunch trays
 - c. Recording accurately the students who eat breakfast and lunch
 - d. Collect food service money from students as necessary and deposit such with school secretary
 - e. Monitors salad bar for portion control
 - f. Assists with cafeteria monitoring when necessary
3. Library Aide: assists the Librarian in:
 - a. Maintaining the operational hours of the library
 - b. Supervision of the library complex in the absence of the librarian
 - c. Checks books in and out
 - d. Maintains accurate records on computer software of student usage
 - e. Assists librarian in maintaining displays in the library.
 - f. Assists students and teachers in finding and utilizing materials within the library complex.
 - g. Performs such other duties as instructed by the librarian
4. Copy Clerk: if time permits:
 - a. Assist with copying for teachers and/or office projects
5. Adheres to district policies and departmental, building and classroom procedures.
6. Takes all necessary and reasonable precautions to protect students
7. Maintains confidentiality of information about students
8. Participate in all appropriate professional development and training activities
9. Performs other appropriate duties as assigned by teacher, principal or superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Evaluation will be performed annually by the principal by using the board of education adopted paraprofessional employee evaluation form.

INSTRUCTIONAL PARAPROFESSIONAL

Qualifications:

1. 60 hours of college credit and substitute certificate
2. General Understanding of Public School Education
3. Competency in the Area Assigned
4. Good Human Relations Skills

Reports to: Principal and/or Special Education Director

Job Goal: To assist in providing a well-organized, smoothly functioning program in designated classroom.

Responsibilities:

1. Assists teacher in:
 - a. Maintaining classroom organization
 - b. Managing students
 - c. Preparing teaching materials
 - d. Reinforcing previously taught materials as prescribed by teacher
 - e. Implementing policies, rules and/or regulations
 - f. Helps with handicapped students
2. Adheres to district policies and departmental, building and classroom procedures.
3. Takes all necessary and reasonable precautions to protect students
4. Maintains confidentiality of information about students
5. Performs clerical responsibilities as assigned by the teacher
6. Meets or escorts students at designated times
7. Performs other appropriate duties as assigned by teacher, principal or superintendent.

Terms of Employment: Salary and work year to be established by the board of education

Evaluation: Evaluation will be performed annually by the principal by using the board of education adopted paraprofessional employee evaluation form.

PARAPROFESSIONAL

Qualifications:

1. High School Diploma/GED and Praxis
2. General Understanding of Public School Education
3. Competency in the Area Assigned
4. Good Human Relations Skills

Reports to: Principal and/or Special Education Director

Job Goal: To assist in providing a well-organized, smoothly functioning program in designated classroom.

Responsibilities:

1. Assists teacher in:
 - a) Maintaining classroom organization
 - b) Managing students
 - c) Preparing teaching materials
 - d) Reinforcing previously taught materials as prescribed by teacher
 - e) Implementing policies, rules and/or regulations
 - f) Helps with handicapped students
2. Adheres to district policies and departmental, building and classroom procedures.
3. Takes all necessary and reasonable precautions to protect students
4. Maintains confidentiality of information about students
5. Performs clerical responsibilities as assigned by the teacher
6. Meets or escorts students at designated times
7. Performs other appropriate duties as assigned by teacher, principal or superintendent.

Terms of Employment: Salary and work year to be established by the board of education

Evaluation: Evaluation will be performed annually by the principal by using the board of education adopted paraprofessional employee evaluation form.

FOOD SERVICE DIRECTOR (HEAD COOK)

Qualifications: Demonstrated aptitude for successful performance of the tasks listed. Must be able to lift 50#.

Job Goal: To serve the students attractive, nutritious meals in an atmosphere of efficiency, cleanliness, & warmth.

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

Responsibilities:

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

Other Duties

1. Promotes and prepares for special events held by the district. (grandparents day, inservices, banquets, etc.)
2. Prepares food for board meetings monthly.
3. Prepares snacks for after-school program and coordinates such with 21st CCLC Coordinator.
4. Attends appropriate workshops and training sessions to update food service and nutritional knowledge and leadership skills
5. Membership and active participation in the District-wide Wellness Committee.
6. Attends and supervises the summer school food program.
7. Performs all their duties necessary to the position as may be assigned by the board of education and/or superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent of schools by using the board of education adopted support staff employee performance evaluation.

Guideline--*a minimum of one hour each day should be spent on maintaining records.*

FOOD SERVICE PERSONNEL (COOK)

Qualifications: Demonstrated aptitude for successful performance of the tasks listed. Must be able to lift 50 #.

Reports to: Food Service Director and Superintendent

Job Goal: To serve the students attractive, nutritious meals in an atmosphere of efficiency, cleanliness, & warmth.

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

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 superintendent'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.
11. Maintains an active role in the district-wide Wellness Committee.
12. Perform all the duties necessary to the position as may be assigned by the board of education, superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent of schools by using the board of education adopted support staff employee performance evaluations.

DISHWASHER

Qualifications: Demonstrated aptitude for successful performance of the task listed. Must be able to lift 50 pounds, run all cafeteria equipment and Dish machine. High School Diploma or GED.

Reports to: Head Cook, Principal and Superintendent

Job Goal: To keep the cafeteria, kitchen, restroom, and storage areas clean and neat.

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

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. Assist with food preparation when necessary.
19. Assists with inventory and kitchen processes.
20. Perform all the duties necessary to the position as may be assigned by the board of education and/or the superintendent.

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent of schools by using the board of education adopted support staff employee performance evaluation.

MAINTENANCE, BUILDINGS & GROUNDS

Qualifications: Must be knowledgeable in the areas of plumbing, electrical, and woodworking. Be able to operate lawnmowers, trimmers and other small tools. Must be able to lift 50 pounds.

Reports to: Principal and/or Superintendent

Job Goal: To help establish safe and efficient school facility

Responsibilities:

1. Unlock buildings each morning.
2. Check all heating or cooling systems daily, making sure that the building is ready for school
3. Perform miscellaneous minor repairs to furniture, building equipment, and lawn equipment
4. Check lighting and replace light bulbs when needed
5. Replace and/or repair all electrical outlets, exit signs, circuit receptacles, and other as needed
6. Perform monthly inspection of playground equipment with principal
7. Perform maintenance repairs on playground equipment
8. Help with the painting program of the school
9. Mow, trim, seed and fertilize grounds as needed. Trim shrubs and trees as needed.
10. In inclement weather, clean walks of snow and ice
11. Work on special projects as assigned by principal and superintendent
12. Keep debris picked up from ditches, parking lots, and grounds
13. 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.
14. A record of all completed work will be kept, all requests for parts and supplies will be approved by the superintendent
15. Attend in-service training as required by the superintendent
16. Perform checks and installation of equipment/facilities as per OSHA, DNR, and state regulations.
17. Assist authorities with the three-year asbestos inspection, and other safety inspections
18. Responsible for all safety and maintenance checks of all physical plant equipment
19. Responsible for annual cleaning of heaters and A/C units
20. Responsible for material safety data sheet files for cleaning chemicals used in building. Responsible for proper labeling of chemicals.
21. Work on summer maintenance crew
22. Care for and clean grounds
23. Scrub, or strip and wash floors as scheduled, if needed.
24. Set up tables, chairs, etc. for school meetings, games, dances, and other events
25. Load and unload supplies and equipment
26. Sweep exterior walkways
27. Clean all tools, supplies and equipment after each use and store in proper place.
28. Troubleshoot and arrange for maintenance of equipment needing outside contractors.
29. Perform maintenance as required on the school district's house
30. Additional duties may be assigned when necessary to assist the custodial staff.
31. Perform all other duties necessary to the position as may be assigned by the superintendent

Terms of Employment: Salary and work year to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by the Board of Education adopted support staff employee performance evaluation form.

CUSTODIAN
(1 full time position, 2 part time positions)

Qualifications: High School Diploma must be able to lift 50 pounds, operate all buffers, carpet cleaners, auto-scrubber.

Reports to: Superintendent and Principal

Job Goal: Keep facility safe and clean

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—daily
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.

Terms of Employment: Salary and work schedule to be established by the board of education and the superintendent

Evaluation: Performance of this job will be evaluated annually by the superintendent of schools by using the board of education adopted support staff employee performance evaluation.

SCHOOL BUS MAINTENANCE

Qualifications:

1. High School Diploma/GED
2. Valid Missouri Driver's License –CDL/Bus Permit
3. Must be able to lift 50 pounds or more and have a previous mechanic experience
4. Certificate of physical examination signed by licensed physician
5. Be between the ages of 21 and 70. After age 70 must have license issued each year.

Reports to: Superintendent

Job Goal: To maintain the bus fleet in a safe and responsible manner so that educational excellence may be maintained in the school system.

Responsibilities:

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.

Term of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by using the board of education adopted support staff performance evaluation form.

SCHOOL BUS DRIVER

Qualifications:

1. High School Diploma or the equivalent
2. Valid Missouri Driver's License – CDL with Bus Endorsement
3. Certificate of physical examination signed by licensed physician
4. Be between the ages of 21 and 70. After age 70 must have license issued each year.

Reports to: Principal and/or Superintendent

Job Goal: To transport students to and from school and extracurricular activities in a safe and responsible manner so that educational excellence may be maintained in the school system.

Responsibilities:

1. Safety checks will be made daily and appropriate documentation made. This includes pre-trip and post-trip inspections.
2. All questions concerning transportation shall be directed to the superintendent.
3. Bus drivers are to report to the superintendent on road conditions and are to use their judgment as to going over bad roads.
4. The bus drivers will notify the school office if they are not able to complete a bus route.
5. Maintenance requests are to be in written form and turned into the superintendent's office.
6. Request for oil changes and maintenance must be turned in every 3,000 miles.
7. Bus drivers must be at school ten minutes before buses are scheduled to leave school grounds and should deliver students to school between 7:55 a.m. and 8:05 a.m.
8. Bus drivers shall maintain discipline at all times and report continual disruptive behavior to the principal.
9. Bus drivers will never drive over posted limit. The rate of speed on gravel roads will be determined by road and weather conditions.
10. 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.
11. Bus drivers will submit to an annual physical provided by the school.
12. Bus drivers will submit to random drug and alcohol testing provided by the school.
13. Bus drivers will attend training in excess of the minimum 8 hours required by Dept. of Revenue, provided by the school district annually.
14. Bus drivers will obey all regulations provided in the transportation manual.
15. Perform all the duties necessary to the position as may be assigned by the board of education and/or superintendent

Terms of Employment: Salary and work schedule to be established by the board of education

Evaluation: Performance of this job will be evaluated annually by the superintendent by using the board of education adopted staff performance evaluation form.