Glenwood R-8 School District

Job Descriptions

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AIDE/PARAPROFESSIONAL

Reports to: Principal/Superintendent

Qualifications:

- Minimum 60 college hours and/or paraprofessional exam
- Demonstrated aptitude for successfully performing tasks of the kind listed below
- Ability to deal pleasantly with staff, students, and the public
- Such alternatives to the above qualifications as the board my find appropriate and acceptable

Essential Functions:

- Displays and understanding of district curriculum
- Maintains appropriate knowledge of subject matter contained in each discipline
- Employs a variety of teaching techniques appropriate to the functioning level of students and the instructional objectives demonstrated by the teacher
- Provides opportunities for the students to experience success in instructional activities
- Promotes maximum student involvement in instructional activities
- Incorporates instructional prescriptions or remediation and/or enrichment
- Provides input in selecting activities appropriate to the abilities, need and interests of the students
- Assists in the organization and preparation of appropriate institutional materials
- Assists in maintaining the classroom in a functional, attractive and orderly environment conducive to student learning (i.e. bulletin boards, displays, posters, etc.)
- Provides teachers feedback on student performance
- Assists the teacher in complying with IEP deadlines and objectives
- Reproduces materials for learning activities
- Assists in preparation/dissemination of correspondence
- Demonstrates appropriate motivational techniques
- Enforces behavioral expectations as directed by the classroom teacher
- Manages discipline problems in accordance with administrative regulations, school board policies, and legal requirements
- Maintains confidential nature of all school related matters
- Other duties assigned by the principal and/or superintendent

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

BUS DRIVER

Reports to: Transportation Director/Principal/Superintendent

Qualifications:

- Valid Missouri Commercial Driver License with "S" and "P" endorsement
- Verifiable safe driving record
- Up-to-date physical
- State and FBI background check
- Must be 21 years of age

Essential Functions:

- Maintain adequate knowledge and utilization of state and federal laws as well as the district regulations and procedures, which are applicable to the safe and legal operation of a school bus
- Maintains appropriate care of assigned vehicle, including the execution of daily pre-trip inspection and the reporting of repairs needed in a timely and efficient manner
- Effectively manage students' behavior in a constructive manner
- Demonstrates and implements proper safety precautions and procedures, including the effective implementation of emergency procedures including evacuation of buses
- Knowledge of emergency techniques and hazardous situations
- Establishes and maintains appropriate relations with students, parents, teachers, other drivers and supervisors
- Follow route direction without deviation from route of assigned stops without permission from supervisor
- Maintains interior cleanliness of bus by sweeping and or washing out
- Wears seat belt whenever bus is in motion
- Present on the bus whenever there are students present
- Provide positive image for students through proper attire, language and health habits
- Maintains composure under stressful situations
- Attends assigned safety meetings and/or workshops
- Reports all accidents and/or near accidents to supervisors
- Reports potentially hazardous situations
- Successfully completes D.E.S.E. required annual physical
- Shall report any accident or injury to pupils while in their care
- Perform two school bus evacuation drills yearly

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

COACH

Reports to: Athletic Director/Principal

Qualifications:

- Qualifications as determined by the Athletic Director and/or Principal

Essential Functions:

- Formulate objectives before the sports season begins
- Attend district coaches meetings, and help with student physicals provided by local hospital
- Explain and distribute literature to all athletes concerning team and school expectations
- Schedule and organized daily practices with the idea of developing the athlete's greatest potential
- Teach athletes the fundamental skills, theory, and strategy of the sport
- Teach the athletes the value of good conduct, sportsmanship and good citizenship
- Provide supervision of athletes at all times and apply discipline in a firm productive manner
- Teach and emphasize safe procedures to the athletes
- Provide stimulus in practices to maintain enthusiasm and competitive attitudes
- Coordinate and maintain practices and game procedures for the season with assistants
- Work cooperatively with administrators on all endeavors related to your sport
- Have knowledge and keep current on rules and regulations regarding your sport in accordance with HCAA
- Keep abreast of new knowledge and innovative ideas and techniques by attending clinics, workshops, or other methods
- Maintain certification in CPR and First Aid
- Assume responsibility for care of equipment and facilities being used
- Arrange for systematic and accountable measures for the issuance, return, and maintenance of equipment
- Insure that all equipment is cleaned, repaired and stored properly at the end of the season
- Make recommendations to administrators concerning needed equipment or repairs to facilities.

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

COOK-ASSISTANT

Reports to: Head Cook/Principal/Superintendent

Qualifications:

- A minimum of a high school diploma or its equivalent
- A workable knowledge of large quantity food preparation and three years of experience in institutional meal planning and preparation
- Must be able to lift up to 50 pounds, stoop and bend, and remain on his or her feet for a 7 hour shift

Essential Functions:

- Maintain confidential nature of all school related matters
- Clean and maintain equipment and work areas utilizing current principles of sanitation
- Practice high standards of personal hygiene and safety in mode of dress
- Work in a manner which reflects high regard for safety regulations and practices
- Regularly clean equipment and work area in a safe and sanitary manner
- Demonstrate knowledge of various cooking methods for a variety of foods
- Read, calibrate and interpret recipes to achieve a quality, standardized product
- Familiar with the operation and care of food service equipment
- Maintain, prepare and serve food at appropriate temperatures
- Use proper cooking techniques and temperatures
- Maximize conservative use of utilities (electricity, gas, water)
- Dispose of food service waste products in a prompt and careful manner
- Demonstrate respect, understanding and acceptance of food service customers
- Interact with all food service customers in a caring, respectful manner
- Strive to promote a positive image to the public through positive actions, words or deeds
- Other duties as assigned by supervisors

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

COOK-HEAD

Reports to: Principal/Superintendent

Qualifications:

- A minimum of a high school diploma or its equivalent
- A workable knowledge of large quantity food preparation and three years of experience in institutional meal planning and preparation
- Must be able to lift up to 50 pounds, stoop and bend, and remain on his or her feet for a 7 hour shift

Essential Functions:

- Cleans and maintains equipment and work areas utilizing current principles of sanitation
- Practice high standards of personal hygiene and safety in mode of dress
- Works in a manner which reflects high regard for safety regulations and practices
- Reports malfunctions of equipment to supervisor or maintenance personnel in a timely manner
- Familiar with various cooking methods for a variety of foods
- Able to read, calibrate and interpret recipes to achieve a quality, standardized product
- Utilizes label information and instructions and uses them to prepare quality food products
- Possesses a knowledge of the dietary guidelines and implements this information in food preparation
- Encourages healthy food choices to promote the good health of the district's students and staff
- Understands and follows standard methods of portioning food to maximize servings per recipe to fulfill USDA meal requirements
- Interacts with all food service customers in a caring, respectful manner
- Maintains, prepares and serves food at appropriate temperatures
- Stores food in an appropriate manner and at an appropriate temperature, observing "first in/first out" storage practices
- Maximizes conservative use of utilities (electricity, gas and water)
- Provides for appropriate supervision of food service staff under his/her direction
- Maintains a confidential nature of all school-related matters
- Demonstrates ability to perform duties with minimum supervision
- Other duties as assigned by supervisors.

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of support Personnel

COUNSELOR

Reports to: Principal

Qualifications:

- At least 2 years of successful teaching experience preferred
- A valid certificate as a guidance counselor
- A Master's degree, or its equivalent, representing extensive course work in the principles and practice of educational guidance; educational testing measurement; counseling; the organization and administration of guidance services; and the psychology of learning
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Functions:

- Provides a comprehensive and balanced guidance program in collaboration with school staff
- Teaches guidance units effectively
- Encourages staff involvement to ensure the effective implementation of the guidance curriculum
- Understands the various developmental levels of students Assessment and Evaluation
- Demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information
- Coordinates administration of testing conducted in within building
- Counsels individual students and small groups of students with identified needs/concerns
- Consults effectively with parents, counselors, administrators and other relevant individuals
- Uses professional communication and interaction with the school community
- Demonstrates positive interpersonal relations with education staff and students
- Demonstrates positive interpersonal relations with parents/patrons
- Follows the profession's ethical and legal standards and guidelines, as well as promotes cultural diversity
- Assumes responsibilities outside the realm of guidance counseling as they relate to school
- Follows district and school policies and procedures
- Other duties as assigned by supervisor

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

CUSTODIAN

Reports to: Head Custodian/Principal/Superintendent

Qualifications:

- A minimum of a high school diploma, equivalent (GED), or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below
- Be able to read and interpret basic cleaning supplies directions and/or instructions
- Must be able to stoop, bend, lift up to 50 pounds and be on his or her feet for an 8 hour shift

Essential Functions:

- Wet mopping, dusting, floor finishing, window cleaning
- Furniture and fixture cleaning
- Body fluid cleanup
- Maintains a clean and attractive campus
- Minor electrical repair an knowledge of thermostats and HVAC equipment
- General repair
- Closes and locks all doors and windows at appropriate times
- Observes and reports any persons in the building or on the grounds who are of suspicious nature
- Maintains proper labeling of chemicals
- Stores chemicals in appropriate location as recommended by manufacturer
- Follows manufacturer's label instructions for chemicals
- Keeps equipment clean and makes minor repairs
- Follows proper procedures to have equipment repaired
- Operates equipment as directed by manufacturer
- Keeps items stored in a neat and orderly manner with appropriate amount of inventory
- Locates all utility shut-offs and fire extinguishers
- Wears safety equipment when necessary
- Knowledge of procedures to follow in an earthquake, fire, tornado or flood
- Perform other duties as assigned by supervisors.

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

CUSTODIAN-HEAD

Reports to: Principal/Superintendent

Qualifications:

- Must have a minimum of a high school diploma, equivalent (GED), or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Ability to read and interpret basic cleaning supplies directions and/or instructions
- Able to stoop, bend, lift up to 50 pounds and be on his or her feet for an 8 hour shift

Essential Functions:

- Demonstrates knowledge of wet mopping techniques
- Demonstrates knowledge of dusting techniques
- Demonstrates knowledge of floor finishing techniques
- Demonstrates knowledge of restroom cleaning techniques
- Demonstrates knowledge of window cleaning techniques
- Demonstrates knowledge of dry erase/blackboard cleaning techniques
- Demonstrates knowledge of furniture and fixture cleaning techniques
- Demonstrates knowledge of carpet cleaning techniques
- Demonstrates knowledge of proper body fluid cleanup techniques
- Demonstrates knowledge of proper grounds cleanup techniques
- Demonstrates knowledge of minor electrical skills
- Demonstrates knowledge of HVAC equipment
- Demonstrates knowledge of general repair techniques
- Sets an example for professional behavior
- Provides appropriate supervision of custodians under his/her direction
- Schedules setup for building activities in an effective and efficient manner
- Closes and locks all doors and windows at appropriate times
- Follows guidelines and reports security problems
- Observes and reports any persons in the building or on the grounds who are of a suspicious nature
- Maintains proper labeling of chemicals
- Stores chemicals in appropriate location as recommended by manufacturer
- Uses chemical as recommended by manufacturer
- Keeps area secure where chemicals are stored
- Keeps equipment clean
- Replaces belts and other minor parts as needed
- Follows proper procedures to have equipment repaired in a timely manner
- Operates equipment as directed by manufacturer

- Keeps all custodial closets stocked with appropriate amount of inventory
- Keeps items stored in a neat and orderly way
- Knows where all utility shut-offs are and where fire extinguishers are used
- Wears safety equipment when necessary
- Demonstrates knowledge of procedures to follow in an earthquake, fire tornado or flood
- Operates equipment in a safe manner
- Demonstrates proper use of equipment
- Demonstrates proper care and upkeep of equipment
- Maintains a clean and attractive campus
- Completes a written quarterly evaluation of all supervised facilities regarding their overall appearance and cleanliness
- Complete and annual performance evaluation of all custodians under his/her supervision
- Provides direction and corrective action as needed to resolve personnel issues, and submits employment recommendations to the superintendent as required
- Perform other duties as assigned by administrative supervisors

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

DIRECTOR OF INFORMATION TECHNOLOGY

Reports to: Principal/Superintendent

Qualifications:

- Bachelor's Degree with training in media or technology, if not complete, must be in progress
- Three years experience in the educational system including three years of increasingly responsible technical personnel experience
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Essential Functions:

- Purchase, install, maintain, repair, and update district technology equipment and resources as needed
- Determine projects eligible for E-rate funding and file E-rate applications
- Participate in budgeting and planning process
- Manage District website
- Develop and implement computer replacement cycle
- Provide or arrange appropriate training for district staff on use of district software and web page development
- Help manage and maintain Student Management System
- Manage Email and filtering system
- Manage and install servers, networking equipment and switches
- Maintain firewall
- Provide required administrative and technical support for curriculum, staff development, and instructional technology components
- Develop and maintain information systems plans and implement technology strategies to ensure that the information systems support current and future district technology needs
- Oversee all purchasing, ordering, receiving, and installing of hardware and software for the district instructional technology systems, while ensuring that programs are cost effective and funds are managed prudently
- Research, evaluate and make recommendations for hardware and software for the district instructional technology program
- Direct and/or coordinate the development of specifications for the procurement of hardware, software, telecommunications and support services required to support district operations and planned projects
- Oversee the District's WAN infrastructure, voice and data networks, Internet Access to include Internet filtering, system-wide servers and email system
- Consult with and advise district staff, architects, and contractors to plan building projects including remodeled buildings or new construction, and coordinate district staff to assist in the areas of technology and networking

- Coordinate and assist with the implementation and management of the district student information system
- Diagnose hardware and operating system problems and repair
- Clean computer equipment and peripherals
- Install and reinstall software for proper operation in the instruction process
- Identify and correct network problems with local area networks
- Help set up computer labs with proper configuration
- Configure and set up printers, projection devices, and other computer peripherals to work effectively for various instructional purposes
- Conduct an organized system of receiving repair orders, recording problems, and following through with repairs
- Assist with other technology problems and equipment operations when possible
- Maintain a computer services repair center with appropriate supplies and equipment
- Provide emergency assistance as required to maintain district technology services
- Perform other duties and responsibilities as assigned by the superintendent

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

DIRECTOR/COORDINATOR OF SPECIAL SERVICES

Reports to: Principal/Superintendent

Qualifications:

- Missouri certification for Special Education Director OR qualifications to serve as the Coordinator of Special Services
- Current teaching certification in one or more areas of special education
- Master's Degree minimum, Specialist's Degree preferred
- Minimum 5 years teaching experience with at least 5 of those years in special education. Prior experience in a related area will be considered

Essential Functions:

- Complete and maintain all records as required by the Department of Elementary and Secondary Education (DESE) including applications, final reports, amendments, census, student count, etc.
- Organize the services mandated by IDEA into a service delivery model to best fit the structure and scope of the district
- Supervise and evaluate, along with the building principal, the teachers, support staff, and instructional activities mandated by IDEA
- Supervise all Individual Education Plans (IEP) developed by district staff
- Develop the expenditure budget in consultation with staff and supervise the purchase of all supplies, equipment, etc. related to special education programs
- Develop the district's Compliance Plan
- Coordinate necessary contracts for out-of-district services to guarantee FAPE
- Arrange for independent evaluations as necessary
- Hold periodic staff meetings for the purpose of discussing business pertaining to the department
- Participate in the periodic meeting of the Local Administrators of Special Education (LASE)
- Serve as liaison between DESE representatives and the local district
- Serve as a liaison between the local district and private/parochial schools within the district as needed
- Stay up to date with current laws, regulations, and policies related to special programs
- Complete the special education evaluation process requirements, monitor timelines, and maintain all special education records as required by state and federal law
- Perform assessments, evaluations, and write evaluation reports on students
- Analyze assessment data carefully and write descriptive, diagnostic reports
- Interpret data, significance, and alternatives effectively in staffing sessions
- Serve as Local Educational Representative (LEA) at special education meetings
- Call transferring school district and parents to conduct interviews regarding special education students transferring into the district

- Review transfer files, and coordinate/complete the transfer process/placement for special education students
- Arrange meetings with parents and staff to review existing data and develop appropriate evaluation plans
- Formulate individual teacher special education caseload sheets and build master caseloads/monitor special education caseloads
- Schedule meetings with parents and staff to review assessments and make decisions regarding diagnostics, program recommendations, and placements
- Monitor and adhere to expiration dates and re-evaluation dates for students with active IEPs
- Assure the special education process complies with IDEA, State Compliance Manual, the Standards Manual, and the District Special Education Compliance Plan.
- Preview IEPs
- Make grids to assist with timeline development and distribute them to special education teachers.
- Answer parent phone calls regarding the special education process
- Destruction of records
- Medicaid Billing

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

DIRECTOR OF TRANSPORTATION & MAINTENANCE/GROUNDS

Reports to: Principal/Superintendent

Qualifications:

- Valid Missouri Commercial Driver's License with "S" and "P" endorsement
- Verifiable safe driving record
- Up-to-date physical
- Demonstrate the ability to drive a school bus
- State and FBI background check
- Good human relations skills

Essential Functions (Transportation):

- To oversee all mechanical work.
- Keep up-to-date maps of all routes.
- Oversee the record keeping of all parts purchased.
- Ensure that all bus stops meet or exceed standard requirements for safety by the Department of Elementary and Secondary Education.
- Consult with the Principal on hiring new drivers and contracting of present drivers.
- Oversee the training of new drivers, so that all requirements are met according to school policy and state regulations.
- Update all drivers on state and school ruling and policy changes.
- Conduct safety meetings according to the Department of Elementary and Secondary Education guidelines.
- Speak with all drivers daily to determine if a problem may exist to hamper their ability to drive.
- Provide assistance in routing trips with substitute drivers.
- Keep up-to-date records for transportation reports.
- Serve as positive role model for drivers and students.
- Make sure all required driver reports deadlines are met in a timely and efficient manner.
- Perform other duties as asked or assigned to the Transportation Department.
- Keep records of random drug testing and the notification of bus drivers.
- Develop and maintain a system of assigning trip routes and ensure all planned trips are conducted efficiently
- Utilizing the district calendar, make all route drivers are aware of the daily schedule and communicate any special circumstances to ensure all drivers are aware of the situation
- Coordinate with West Plains to ensure high school students are provided transportation

Essential Functions (Maintenance and Grounds):

- Formulates and implements methods, procedures and schedules for maintenance activities, assigns work tasks and makes periodic checks to verify assigned tasks are progressing with maximum efficiency and productivity.
- Maintains adherence to district policies/procedures, department requirements, safety standards and custodial cleaning practices.
- Assures that machinery, equipment, vehicles and facilities are properly maintained for efficient operations.
- Makes cost estimates for work as needed/requested.
- Maintains good employee relations.
- Makes cost estimates for replacements and repairs.
- Maintain regular attendance.
- Maintain confidential nature of all school-related matters.
- Keep sidewalks and parking lots clear of snow and other debris.
- Maintain all lawn and grounds, mowing and weeding, pruning, preventive spraying and fertilizing
- Schedule all equipment maintenance to keep down operating costs
- Maintain all sidewalks, parking lots, easements, roads and accesses
- Cooperate with coaching staff with the upkeep of the athletic fields
- Maintain of athletic fields and fertilizing schedules and removal of organic materials
- Perform and utilize all safety checks and procedures while still completing jobs in timely fashion
- Upkeep of all signage, fencing and boundaries of the district
- Perform general building maintenance upkeep for buildings such as gutters, and minor structural repair
- Other tasks and responsibilities as assigned by the Principal.

Evaluation of Performance:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Salary and Work Year:

This is a 12-month position. Pay will be hourly and determined by the Glenwood Board of Education and Administration.

INTERVENTIONIST

Reports to: Principal

Qualifications:

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Essential Functions:

- Develops a program of study that meets individual needs, interests and abilities of students
- Provides reading and/or math skills instruction consistent with grade level expectations by lecturing, demonstrating and using audiovisual aids and other materials to supplement presentations
- Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of state and school
- Assigns lessons, corrects homework, and provides students with positive feedback and constructive criticism on assignments
- Administers tests to evaluate student's progress, records results, and issues reports or conducts meetings to inform parents of progress
- Acts as a resource for classroom teachers by providing supplemental instructional materials, attending parent/teacher conferences, and monitoring student progress
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible
- Maintains discipline in the classroom
- Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of district specialists as required
- Establishes and maintains appropriate working relationships by actively communicating with parents
- Participates in faculty and professional meetings, educational conferences, mentor programs and teacher training workshops
- Maintains a physically and aesthetically attractive classroom setting and exercises proper care of school equipment
- Performs additional tasks and assumes such other responsibilities as assigned

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

LIBRARIAN

Reports to: Principal

Qualifications:

- Bachelor's degree from an accredited four-year College or University; a minimum of 1 year teaching experience
- Library Media Specialist Certification

Essential Functions:

- Formulates immediate and long-range goals and proposes implementation and evaluation
- Utilizes the District's adopted selection policy to select, organize, distribute and maintain library materials and equipment
- Selects, receives, and organizes books, multimedia, and other materials and equipment
- Suggests appropriate books and multimedia to students for classroom assignments and personal access
- Assists students and faculty with online searches and research projects
- Maintains professional resources for teachers, informs them about new materials, and involves them in purchasing decisions
- Researches technologies that will improve services
- Maintains a comprehensive and efficient system for cataloging all library materials
- Organizes and maintains records of media acquisitions, circulations, etc. for inventory, maintenance and certification purposes
- Fosters an atmosphere which encourages student and faculty usage and promotes learning
- Assists teachers, students and staff in the production of supplementary teaching/learning
- materials
- Establishes and maintains appropriate working relationships by actively communicating
- with parents
- Assists in curriculum planning with other departments
- Assists in the selection of, training, scheduling, supervision and evaluation of building media support personnel, as well as student assistants and volunteers

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

NURSE

Reports to: Principal/Superintendent

Qualifications:
- Valid license to practice as a registered nurse
- Two years of experience in public health nursing preferably in a school district
- Basic First Aid and CPR training

Essential Functions:
- Demonstrates knowledge of basic first aid and safety procedures
- Demonstrates knowledge of CPR, Heimlich maneuver and other emergency procedures
- Aids in prevention and control of communicable diseases
- Maintains a calm environment during emergency situations
- Inventories and orders medical supplies
- Informs principal of severe injuries, accident-prone areas and serious health concerns within the school and its environment
- Demonstrates knowledge of appropriate screening procedures and equipment used for scoliosis, blood pressure, height, weight, vision and hearing
- Schedules and completes screening procedures
- Refers parents to appropriate community agencies based upon the screening results
- Contacts parents for follow-up about screening results as needed
- Listens to, gives medical advice and psychological support to student health concerns including pregnancy, sexual activity, eating disorders, and drug and alcohol abuse
- Maintains current knowledge of medications, side effects, storage, preparation and administration
- Teaches safe administration of medications to designated personnel
- Demonstrates knowledge of current medical equipment and procedures for all students
- Administer medications in a safe, controlled environment
- Monitors student compliance with state immunization laws
- Maintains accurate and current health information on all students to ensure the timely management of incoming and outgoing records
- Provides medical information regarding students health history to principal and staff
- Provides medical information regarding medication to local physicians and agencies
- Contributes appropriate medical information toward Special Service I.E.P.'s
- Makes parent contact about student's frequent physical complaints and/or frequent trips to nurse's office
- Schedules and attends parent conferences for student health problems
- Initiates referrals and follow-up relevant to the student's health needs
- Reports suspected child abuse to the state hot-line
- Demonstrates knowledge of subject information

- Provides classroom presentation upon teacher request
- Demonstrates knowledge of obtaining outside resources
- Provides individual health instruction as needed
- Provides information and/or materials to parents about various health concerns such as head lice, pink eye, chicken pox, etc.
- Helps formulate school health policies
- Upholds school board policies regarding health matters
- Serves on committees to review school health curriculum
- Other duties as assigned

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Personnel

PRINCIPAL

Reports to: Superintendent

Qualifications:

- Minimum of at least two years of successful teaching experience
- Administrative or supervisory experience preferred.
- Must hold a valid principal's certificate for level of position
- Have a minimum of a Master's degree.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Essential Functions:

- Organize and administer the school in conformity with the approved policies of the Board of Education and administrative guidelines of the superintendent of schools
- Assume primary responsibility for the total educational program within the school
- Serve as a representative for the Local Education Agency (L.E.A.) for Special Education
- Assist in staff recruitment and selection to recommend assignments of personnel within the school
- Direct, supervise and evaluate the work of all teaching personnel assigned to the schools
- Evaluation of all teaching personnel will be in accordance with State Law and School Board policies
- Maintain good communications and relations between the school district and community
- Work with community agencies to coordinate service delivery for the student population
- Cooperate with classroom teachers by participating in the preparation of curriculum revision and development and to assume the responsibility for assisting teachers in implementing results
- Counsel with building staff on matters which pertain to the effectiveness of the school
- Be responsible for cooperation with auxiliary personnel in the implementation of programs provided in the district
- Assist all staff members in matters of discipline as the need arises
- Have the power to suspend, not to exceed 10 days, any student, subject to the restrictions of sections 167.161, RSMo. 1978 and section 167.171 RSMo. 1984, and in accordance with the district discipline policy, whose presence in school is detrimental to the best interests of the other students and the school. Written notice of such actions shall be immediately sent by the principal to the parent or guardian and to the superintendent of schools
- Hold regular fire drills
- Hold regular tornado drills. These drills shall be part of an established plan to react to a tornado watch, a tornado warning or civil defense emergency

- Hold regular intruder/active shooter drills
- Exercise vigilance to see that the school, the school grounds and the school equipment are in good repair and free of hazard and to request that necessary repairs or changes be made when required
- Make regular and monthly reports to the office of the superintendent as required
- Participate in the budgeting and planning process as coordinated by the superintendent of schools
- Provide the superintendent with all necessary information relative to the schools
- Maintain confidential nature of all school-related matters
- Attend all designated meetings of the Board
- Successfully complete other tasks and responsibilities as assigned by the Superintendent

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

RESOURCE OFFICER

Reports to: Principal/Superintendent

Qualifications:

- Selection of the School Resource Officer will be conducted by the Howell County Sheriff's Department (HCSD)
- Qualifications for the position is determined by HCSD

Essential Functions:

- Provide law enforcement and police services to the school, school grounds and areas adjacent to the school
- Investigate allegations of criminal incidents per law enforcement department policies and procedures
- Enforce state and local laws and ordinances
- Make appropriate referrals to juvenile authorities or other governmental agencies
- Work to prevent juvenile delinquency through close contact and positive relationships with students
- In addition the SRO shall develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities
- The SRO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies
- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment
- Assist school officials with their efforts to enforce Board Of Education policies and procedures
- Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student’s emotional state may present a risk to the administrator
- Assist school administrators in emergency crisis planning and building security matters
- Provide a course of training for school personnel in handling crisis situations, which may arise at the school
- Be visible within the school community
- Attend and participate in school functions
- Build working relationships with the school’s staff as well as with student and parent groups
- Develop and implement classes in law related education to support the educational efforts of the faculty
- Work closely with teachers in designing and presenting law-related topics and the role of police in our society

- Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary
- Assist in conflict resolution efforts
- Initiate interaction with students in the classroom and general areas of the school building
- Promote the profession of police officer and be a positive role model
- Increase the visibility and accessibility of police to the school community

Evaluation of Performance:

- Evaluation of performance will be conducted by the Howell County Sheriff's Department

SECRETARY-SUPERINTENDENT OFFICE/BOOKKEEPER

Reports to: Superintendent

Qualifications:

- High School diploma with courses in bookkeeping or accounting desirable
- One-year certificate from college, technical school or equivalent from accredited university with specialized coursework in accounting, bookkeeping or related field preferred
- Minimum of 5 years increasingly responsible experience in the preparation and maintenance of financial and statistical records in the automated accounting environment
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position
- Communicate effectively in oral and written form
- Establish cooperative relationships in a calm and tactful manner
- Such alternatives to the above qualifications as the Board may deem appropriate or acceptable

Essential Functions:

- Perform complex and technical accounting duties in support of an assigned department; establish, monitor, and maintain all accounts
- Maintain district chart of accounts for all budgeting in accordance with DESE regulations for reporting purposes
- Compile/distribute annual allocations for all buildings/department budgets
- Assemble data for budget preparation of proposed/amended board budget books and analytical reports
- Supervisory review of activities performed to assess the accuracy and allowability of transactions and determinations
- Summarize income and expense data for determining the cost effectiveness of programs, purchases, and activities; prepare analytical reports for administrators as requested
- Gather, assemble, post, balance, and summarize accounting data; deposit district monies and receipt all sites deposits to the general ledger
- Compile, organize, and review financial data and documents; prepare, process, and timely file statistical and financial reports and related documents, balance sheets, and statements as mandated by county, state, federal agencies, and district auditors; responding timely to any/all inquiries
- Reconcile and balance assigned accounts; record financial transactions; maintain journals and ledgers
- Process accounts receivable and accounts payable as assigned, prepare billings; maintain related files; record receipts and expenditures; transfer budget dollars for purchasing from

applicable codes; expenditure transfers for correction of errors, discrepancies, or sharing of cost of purchases
- Process daily receipts, and prepare financial statements and projections as requested
- Monitor and control expenditures to assure funds cover expenditures and are charged properly to assigned accounts.
- Maintain lease/purchase, investment, and pledged security ledgers
- Assemble, organize, post, balance, and summarize accounting data
- Research prior fiscal year data and transactions relating to current problem resolution
- Communicate with vendors and district personnel to resolve problems, correct errors, obtain authorizations, and exchange information
- Audit financial data and documents to assure accuracy, completeness, and compliance with district policies and procedures, and applicable governmental regulations
- Maintain a commitment to ongoing professional development
- Prepare correspondence and other documents as directed by the superintendent
- Copy, collate and distribute monthly information packets to the Board of Education
- Track compensatory time earned and taken by eligible employees. Roll balances forward on a yearly basis as necessary
- Track sick, personal leave and vacation days. Roll any balances forward and enter new balances in the employee record on July 1.
- Enter staff absences (certified/non-certified) and substitute teachers into payroll system, verify substitute days to be paid
- Calculate bus/substitute driver payroll from information submitted by drivers
- Complete other tasks as assigned by the superintendent

Evaluation of Performance:
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

SECRETARY-PRINCIPAL/FRONT-OFFICE

Reports to: Principal/Superintendent

Qualifications:

- Knowledge of computer usage and modern office practices
- Effective communication techniques and procedures
- Establish cooperative relationships in a calm and tactful manner
- Effectively carry out oral and written directions

Essential Functions:

- Compile and distribute the school supply list
- Prepare returning student packets for the new school year for Open House
- Prepare new student packets and process them appropriately when they are returned
- Add new students to the student information system
- Read incoming mail and other materia, and sort it according to the specific file system
- Import daily student attendance and maintain it throughout each school day as students check-in or check-out
- Assist the head cook with breakfast and lunch count
- Keep the calendar of activities up to date on the school website
- Maintain student records and send them to other school districts as requested
- File correspondences, invoices, cards or other records in manner prescribed by the building principal
- Welcome visitors and arrange for their comfort
- Screen unexpected calls in accordance with building procedures
- Maintain schedules of appointments, conferences, and interviews in accordance with building procedures
- Order and maintain supplies as needed in accordance with building procedures
- Place and receive telephone calls and record messages in accordance with building procedures
- Process incoming correspondence as instructed in accordance with building procedures
- Transcribe dictation of various types, including correspondence, reports, notices, and recommendations in accordance with building procedures
- Type a variety of materials such as letters, student records, reports, memos, monthly statements from rough drafts or corrected copy as directed by the building principal
- Perform various and other office duties as assigned by the building principal

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel

SUPERINTENDENT

Reports to: Board of Education

Qualifications:

- Experience in teaching and school administration totaling at least 10 years
- A minimum of a Specialist Degree with a major in educational administration
- A valid superintendent's license issued by the Missouri State Board of Education
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Essential Functions:

- Attends and participates in all meetings of the Board and its committees, except when his or her own employment salary is under consideration
- Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented
- Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions
- Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority
- Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel
- Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record
- Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action
- Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
- Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools
- Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education
- Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis

- Makes recommendations with reference to location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district
- Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
- Submits to the Board a clear and detailed explanation of any proposed procedure hich would involve either departure from established policy or the expenditure of substantial sums
- Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records
- Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board
- Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety
- Provides suitable instructions and regulations to govern the use and care of school properties for school purposes
- Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised
- Performs such other tasks as may from time to time be assigned by the Board
- Presides at administrative council meetings.

Evaluation of Performance:

- Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Superintendent

TEACHER-ART

Reports to: Principal

Qualifications:
- Bachelor's degree from an accredited four-year College or University
- Appropriate Missouri State Teaching Certificate

Essential Functions:
- Develops a program of study that meets individual needs, interests and abilities of students
- Demonstrates artistic methods and procedures to pupils
- Directs planning and supervision of student contests and arranging of art exhibits
- Observes and evaluates pupils' work to determine student progress or to make suggestions for improvement
- Instructs students by lecturing, demonstrating and using audiovisual aids on topics such as art and art history
- Prepares course objectives and outlines for course of study following curriculum guidelines and/or requirements of state and school
- Assigns lessons, corrects homework, and provides students with positive feedback and constructive criticism on assignments
- Administers tests to evaluate student's progress, record results, and issues reports or conducts meetings to inform parents of progress
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom he/she is responsible
- Keeps attendance records
- Maintains discipline in the classroom
- Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of district specialists as required
- Establishes and maintains appropriate working relationships by actively communicating with the parents
- Participates in faculty and professional meetings, educational conferences, mentor program and teacher training workshops
- Selects books and art supplies for courses
- Attends staff meetings and serves on staff committees as required
- Maintains a physically and aesthetically attractive classroom setting and exercises proper care of district equipment

Evaluation of Performance:
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

TEACHER-CLASSROOM

Reports to: Principal

Qualifications:

- Bachelor's degree from an accredited four-year College or University
- Appropriate Missouri State Teaching Certificate

Essential Functions:

- Develops a program of study that meets individual needs, interests and abilities of students
- Instructs students by lecturing, demonstrating and using audiovisual aids and other materials to supplement presentations
- Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of state and school
- Assigns lessons, corrects homework, and provides students with positive feedback and constructive criticism on assignments
- Administers tests to evaluate student's progress, records results, and issues reports or conducts meetings to inform parents of progress
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible
- Keeps attendance records
- Maintains discipline in the classroom
- Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of district specialists as required
- Establishes and maintains appropriate working relationships by actively communicating with parents
- Participates in faculty and professional meetings, educational conferences, mentor programs and teacher training workshops
- Attends staff meetings and serves on staff committees as required
- Contributes to the decisions made by the District and building regarding budget, facilities, curriculum, and personnel well-being
- Maintains a physically and aesthetically attractive classroom setting and exercises proper care of school equipment
- Shares responsibility for supervision of students in all areas of the schools through activities such as monitoring student activity between classes
- Performs additional tasks and assumes such other responsibilities as assigned

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

TEACHER-MUSIC

Reports to: Principal

Qualifications:
- Bachelor's degree from an accredited four-year College or University
- Appropriate Missouri State Teaching Certificate

Essential Functions:
- Evaluates students' interests, aptitudes, temperaments, and individual characteristics to determine suitable instrument for beginning instruction
- Instructs students in music theory, harmony, score and sight reading, composition, music appreciation, and provides individual or group vocal and instrumental instruction
- Prepares course objectives and outlines for course of study following curriculum guidelines and requirements of State and school
- Leads orchestra and choral groups in regular and special performances for school programs, community activities, concerts, and festivals
- Conducts group rehearsals and instructs and coaches members in their individual parts, fundamentals of musicianship and ensemble performance
- Critiques performance to identify errors and reinforce correct techniques
- Sings or plays instruments to demonstrate musical scales, tones, and rhythm
- Assigns lessons, corrects homework and provides students with positive feedback and constructive criticism on assignments
- Administers tests to evaluate student's progress, record results, and issues reports or conducts meetings to inform parents of progress
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible
- Maintains discipline in the classroom
- Keeps attendance records
- Recognizes and refers students encountering medical, physical and/or psychological problems to District specialists as required
- Establishes/maintains appropriate relationships by actively communicating with parents
- Participates in faculty and professional meetings, educational conferences, mentor program and teacher training workshops
- Orders, stores, and inventories musical instruments, music and supplies
- Maintains a physically and aesthetically attractive classroom setting and exercises proper care of district equipment

Evaluation of Performance:
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

TEACHER-PHYSICAL EDUCATION

Reports to: Principal

Qualifications:

- Bachelor's degree from an accredited four-year College or University
- Appropriate Missouri State Teaching Certificate

Essential Functions:

- Plans physical education programs to promote development of student's physical attributes and social skills
- Teaches individual and team sports to students, utilizing knowledge of sports techniques and physical capabilities of students
- Organizes leads, instructs and referees indoor and outdoor games
- Explains and enforces safety rules and regulations governing sports and the use of exercise equipment
- Observes and supervises students closely, detecting and correcting mistakes
- Instructs individuals or groups in beginning or advanced calisthenics, gymnastics or corrective exercises, determining type and level of difficulty of the exercise, corrections needed and prescribed movement
- Administers tests to evaluate student's progress, records results and issues reports or conducts meetings to inform parents of progress
- Instructs students by lecturing, demonstrating and using audiovisual aids and other materials to supplement presentations
- Prepares course objectives and outlines for course of study following curriculum guidelines or requirements of State and school
- Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible
- Establishes and maintains appropriate working relationships by actively communicating with parents
- Keeps attendance records
- Maintains discipline
- Recognizes and refers students encountering medical, physical and/or psychological problems to District specialists as required
- Promotes healthy lifestyle activities and eating.

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

TEACHER-SPECIAL EDUCATION

Reports to: Director of Special Education/Principal

Qualifications:

- Bachelor's degree from an accredited four-year College or University
- Appropriate Missouri State Teaching Certificate

Essential Functions:

Each special education teacher is responsible for providing appropriate special education services for students. These services support the student's educational path and aids as a guide as the student progresses through the general education curriculum. Responsibilities include, but are but are not limited to the following:

- Write annual Individual Education Plans (IEPs) and hold meetings before the due date
- Update and complete all sections and turn into the coordinator 5 days before the first meeting
- Collaborate with grade level teachers to plan instruction that address grade-level skills
- Send Notification of Meetings to parents, teachers, principal, coordinator, school nurse, and related service providers
- Send an email to related service providers 30 days before IEP due date requesting an update and new goals
- Document all parent contacts (phone calls, mailed forms, or direct conversations) on the contact log section in Notification of Meeting within SpedTrack
- Send Google calendar invites to all participants.
- Print paperwork (IEPs, PWNs) and bring it along with meeting notes, Procedural Safeguards, and Parents' Bill of Rights to the meeting.
- After the meeting, make final revisions within 5 days. Then send an email to the coordinator once documents are ready to be processed.
- Complete amendments: changes of services or placements
- Every quarter, print and send progress reports to parents.
- With transfer IEPs, copy goal pages to document progress, and send home a copy as the progress report.
- Circulating the accommodations page (Form F) at the beginning of the school year and upon each change made to the student's IEP.
- Provide services listed on the IEP and monitor progress of goals.
- Document at least four data points for each quarter.
- Be aware of ISS and OSS days for students on your caseload.
- Any other duties as assigned by your special education coordinator, principal, or superintendent.
- Keeps attendance records
- Maintains discipline in the classroom

- Recognizes and refers students encountering medical, physical and/or psychological problems seeking the assistance of district specialists as required
- Establishes and maintains appropriate working relationships by actively communicating with parents
- Participates in faculty and professional meetings, educational conferences, mentor programs and teacher training workshops
- Attends staff meetings and serves on staff committees as required
- Contributes to the decisions made by the District and building regarding budget, facilities, curriculum, and personnel well-being
- Maintains a physically and aesthetically attractive classroom setting and exercises proper care of school equipment
- Shares responsibility for supervision of students in all areas of the schools through activities such as monitoring student activity between classes
- Performs additional tasks and assumes such other responsibilities as assigned

Evaluation of Performance:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel