

ATLANTA COMMUNITY SCHOOLS Job Descriptions

Alternative Education Director - \$59,253.20 salary / 205 days / 8 hours = \$36.13 hour plus benefits

Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of both students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy. Interacts with students in a constructive manner to encourage each individual to perform at their highest level. Assigns teachers to classrooms and students to classes. Evaluates performance and effectiveness of programs. Maintain relations with parents, parent groups, school volunteers and outside agencies. Participates in district-wide activities, in-services, committees, as appropriate. Implements policy and procedure changes from the Board, or the State and Federal level at the building level. Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds. Works with Central Office personnel to coordinate processes for the effective functioning of the school. Maintains current information on legal/financial developments of educational legislative reforms. Manages all building staff personnel. Completes performance appraisal on staff. Provides general supervision to students. Supervises extra curricular activities. Responsible for creating and implementing programs, hiring and evaluating personnel and developing students' enrichment program. Supervises recruiting, scheduling, program curriculum implementation, facility usage, student advising and evaluation of Alternative Education's High School. Assists in preparation of yearly and periodical county, state and federal audits and reports. Work with other community agencies in the planning of programs and services. Supervision and coordination of Alternative Community Ed programs. Counsel groups or individual students through the development of educational and career plans. Counsel small groups and individual students with problems; refer severe problems to appropriate community resources. Consult with teachers, staff and parents regarding meeting the developmental needs of students. Facilitate the infusion of counseling activities into the regular education curricula. Provides orientation for students new to the school. Responds to crisis situations when appropriate. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Board of Education - \$50.00 per meeting / approximately 25 hours = \$2.00 hr. no benefits

Recruits, hires and evaluates the performance of the superintendent. Establishes policy for the district and shares in policy development. The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results. Reviews and adopts the budget submitted by the superintendent and aligns the funding priorities with the district goals. Approves recommended curriculum and texts based on standards, goals and policies established by the board. Review and evaluate curriculum as it relates to student assessment results. Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations. Determines school facility needs and communicates proposed construction plans to the community. Adopts policies governing school-community relations, advocates for the public school system and remains responsive to community ideas and needs. Evaluates the performance of the board and provides feedback for personal leadership development.

Bookkeeper - \$30,659.20 salary / 230 days / 8 hours = \$16.66 hr. plus benefits

Maintains accurate and systematic financial records for the school district. Process payroll data for all school district employees and maintains accurate, up-to-date files of all payroll information. Prepare, verify and distribute checks. Balance payroll and withholding accounts. Prepare required governmental reports, retirement, IRS, W-2's etc. Distribute payroll deductions in compliance with local, state and federal statutes. Reviews, processes and pays all authorized invoices. Maintains vendor file including vendor numbers and responds to vendor inquiry regarding payment. Assist with annual audit. Prepare, verify and distribute checks; file copies. Prepares and maintains reports for federal grant programs. Maintain audit files for grant programs, pay Employee Benefit Insurance monthly premiums, bill employees for insurance deductions. Maintains provider file of paid/unpaid invoices. Bank transfers transactions. Reconciles district bank accounts and tax tribunal. Invoices district receivable. Assists in budget preparation. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Bus Drivers - \$17.02 hr. - \$16.77 hr. plus benefits

Drives bus to transport students over specified routes according to time schedule. Complies with traffic regulations. Conduct pre-trip inspection of school bus prior to every trip. Use established routes and designated bus stops. Operate bus on approved time schedule. Report bus accidents and student injuries to authorities. Conduct emergency evacuation drills in keeping with school policies. Instruct riders regarding being responsible passengers. Drive defensively under varying traffic conditions and inclement weather. Drive with safety of riders as first priority. Report personal absences in time for supervisor to secure substitute driver. Report on and off the job at the proper time. Maintain personal fitness, emotional stability, and physical capacity. Perform bus housekeeping duties. Never leave the bus when students are present. Fill gas tank as required. Report bus defects to supervisor. Establish favorable working relationships with other drivers, maintenance personnel, teachers, students, supervisors, and total school staff. Participate in taking extra trips according to the established procedure. Observe all procedures contained in State guidelines and the bus driver's manual. Operate all vehicle types used in transporting students in school district. Know the transportation policy as it pertains to the riding area of school district. Demonstrate knowledge of administrative guidelines as made by local, State, and Federal authorities. Deal with behavioral characteristics of riders. Administer disciplinary procedures in keeping with school policies. Be alert and exercise good judgment concerning emergencies, disabled vehicles, and irregular special requests by parents of riders. Know location of and be able to use and/or operate the emergency and first-aid equipment. Meet school bus driver certification requirements. Meet State requirements for appropriate licensing. Meet State physical examination requirements. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Cooks/Kitchen Helpers - \$11.65 hr. - \$11.35 hr. no benefits

To assist in the preparation and service of quality food to students in a quick and pleasant manner. Plans the preparation of all baked items and some cooked items. Assists with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met. Reports inferior quality of food or faulty equipment to the appropriate authority. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served. Records all food requisitions from the storeroom. Sets up, breaks down serving lines (salad bar, hot food, ala carte etc). Counts money, makes change, complete related reports. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Executive Secretary to the Superintendent – \$25,999.20 salary / 230 days / 8 hours = \$14.13 hr. plus benefits

Assists the Superintendent, Board of Education Members and Accountant/ Business Director by performing secretarial and clerical duties as described below. Acts as liaison between district and community, Superintendent and parents, and Superintendent and staff. Greet public and place and receive telephone calls and distribute messages. Sort and distribute district mail, open and date stamp central office mail. Type and proofread all correspondence for Superintendent. Arrange appointments and travel arrangements for the Superintendent. Type updates to policies for board meetings and distribute policies as approved by the Board of Education. Publish employment and bid postings. Process all incoming applications and distribute to administrators for open positions. Create, maintain and provide access to personnel files according to board policy. Process required substitute teacher paperwork. Process all Schools of Choice applications and forms, keep updated listing and check against SRSD at each student count and reconcile discrepancies. Contact board members for special board and committee meetings, post the meetings, develop and distribute agendas and packets, attend special board meetings, take, process and file minutes of special board meetings. Set up administrator meetings, contact administrators and develop agendas. Process FOIA requests. Process bid specifications and correspondence as required by Superintendent. Process letters of agreement between unions and Board of Education. Maintain the central filing system. Update and maintain office equipment, including fax and postage machines and copier. Distribute approved purchase orders and maintain purchase order log. Prepare rental contracts for all district facilities and maintain schedule. Distribute public relations packets. Update weather alert sheets for Superintendent. Type, file, and send weekly Superintendent notes to Board of Education. Process cash receipts/record on the computer and make bank deposits (at minimum-weekly). (With Athletic Director) prepare and maintain a list of athletic events and cross reference all athletic receipts against the list to account for receipts for all events. Enter purchase

Executive Secretary to the Superintendent – Cont.

orders and process related reports to verify accuracy of data entry. Disburses all district purchase orders. Post regular monthly board meetings, develop and distribute agendas and packets, attend meetings, and take, process and file minutes of the meetings. Update calendar board for office-monthly. Take inventory of office supplies and place orders to make sure that an adequate level of inventory is maintained at all times. Update job descriptions. Coordinate end-of-the-year calendar for board members. Update and distribute school year calendar as negotiated. Type individual teacher/administrator contracts. Compile/distribute staff directory. Process administrator and non-union staff evaluations. Process staffing information for board approval. Process tenure and probation information and provide list for board approval. Update all files (including those in the vault) on an annual basis: discard, shred, or box and removes files as prescribed in the Retention of School Records Manual. Act as liaison between the School Election Coordinator and the district. Assist in preparing for the financial audit. Serve as a backup to accounts payable. Miscellaneous reporting requirements. Complete surveys: Inputs additions, deletions and revisions on the CIMS Data Base maintaining an updated data base on district students. Establishes new computer file formats as necessary. Prepares Fourth Wednesday (SRSD), Headcount, Third Friday, Clock Hour, Tuition, and Children under Court Jurisdiction reports for the State Department of Education. District contact person for data on these reports. Researches and resolves questions and/or problems regarding residency for school personnel and residents. Maintain files and summary data for state reports. Works closely with data processing compiling student and special education data. Maintain accurate files, records. Serves as an information desk for special education and general education personnel, regarding student information, residency and state reports. Microfilms records, maintains computerized inventory of microfilmed/fished records. Shred's filmed records. Responds to individual requests for student/financial records. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Food Service Director - \$19,000 salary / 190 days / 8 hours = \$12.50 hr. plus benefits

Directs the district's food service program in conformance with local, state and federal regulations and requirements including public health and safety. Oversees and coordinates the daily operation of the District's food service program. Monitors food production and service to assure that planned menus are followed and that substitutions comply with meal requirements. Provides on-the-job training to staff in areas of food production, sanitation etc. Supervises hires and evaluates employees. Develops specifications for, solicits competitive prices and requisitions all food, equipment and supplies for the department. Plans menus that conform to Federal regulations and provide nutritional and appetizing foods. Evaluates meal costs and recommends changes as appropriate. Prepares annual food service budget. Audits and approves employee time sheets. Counts money, makes change, completes related reports, and makes deposits. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Principal ES - \$70,000 salary / 230 days / 8 hours = \$38.04 hr .plus benefits

Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of both students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy. Interacts with students in a constructive manner to encourage each individual to perform at their highest level. Manages a building staff. Assigns teachers to classrooms and students to classes. Evaluates performance and effectiveness of programs and staff. Coordinates in-service training for staff. Maintain relations with parents, parent groups, school volunteers and outside agencies. Participates in district-wide activities, in-services, committees, as appropriate. Implements policy and procedure changes from the Board, or the State and Federal level at the building level, Works with budget manager on budgeting/purchasing. Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds. Works with Central Office personnel to coordinate processes for the effective functioning of the school. Maintains current information on legal/financial developments of educational legislative reforms. Proctors MEAP. Encourages students to perform at their highest level. Completes performance appraisal on staff. Resolves staff problems and provides support

ES Principal - Cont.

to teachers. Provides general supervision to students. Supervises extra curricular activities. Works with outside educational authorities and regulatory bodies on elementary and vocational issues. Coordinates and evaluates the curricula and instructional programs and makes appropriate recommendations. Formulates and implements professional development activities for teachers which address curriculum needs. Participates in staff development activities. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

• ***MEAP Coordinator – ES Principal’s Responsibility***

To provide leadership in the ongoing development and improvement of the entire assessment and intervention/remediation program of the district. Formulation of a philosophy and objectives for the MEAP assessment. Coordinates all formal efforts of the professional staff in projects of assessment and evaluation. Participates in the work of state and national evaluation assessment associations and study groups. Works with teacher in coordinating continuity and articulation of the assessment program throughout the district. Assumes responsibility for reviewing, evaluating, and reporting results of district-wide testing programs, and for other evaluative measures used by the schools. Coordinating the ordering, distribution, collection, return, and security of assessment materials. Disseminating assessment information contained in correspondence to district and school staff, students, and parents where appropriate. Serve as the designated person for the district or ISD/RESA in all communications with OEAA and/or Scoring Services. Inform District Superintendent and local Board of Education of state assessment practices document. Attend statewide assessment program meetings and apply training to assessments. Coordinate the pre-identification, ordering, distribution and security of assessment materials. Be a resource to the Building Assessment Administrator in developing and disseminating an assessment plan for the building including: a schedule of days and times; rooms to be used; staff to be involved; accommodations to be provided for; impact on buses, bell schedules, lunches, and other events; and plans for students not being assess at any given time. Ensure that answer documents have been completed and filled in correctly. Arrange for assessment materials to be returned to the appropriate scoring service by the required deadlines. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

• ***Special Education Director – ES Principal’s Responsibility***

Directs the Special Education program of the District. Ensures program integration with the other instructional departments, the Intermediate School District and the State. Use administrative skills to provide sound education programs for students who require special education services. Ensures compliance with Special Education Regulations (State and Federal). Manages staff of Special Education personnel. Plans, supervises and evaluates Special Education personnel. Consults with staff, parents and outside agencies regarding Special Education students and programs offered. Responds to parents regarding the evaluation and placement of their children. Discusses Special Education programs, personnel and students with building administrators. Ensures compliance with local, state and federal guidelines. Monitors staff caseloads and student progress. Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes. Assists in the adaptation of school policies to include special education needs. Keeps informed of all legal requirements governing special education. Plans staff in service training activities. Evaluates on an ongoing basis, the Special Education curriculum, procedures, and individual students’ needs and achievements. Coordinates special education classroom programs. Responsible for compiling and maintaining all reports, records, etc. legally required and useful. Implement procedures for referral evaluation, placement, assignment, and re-appraisal of students with regard to the Special Education services program. Consults with parents of students enrolled in the program. Assists with the in-service and training of teachers. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

HS Principal - \$65,000 salary / 230 / 8 hours = \$35.33 hr. plus benefits

Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of both students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy. Interacts with students in a constructive manner to encourage each individual to perform at their highest level. Manages a building staff. Assigns teachers to classrooms and students to classes. Evaluates performance and

HS Principal - Cont.

effectiveness of programs and staff. Coordinates in-service training for staff. Maintain relations with parents, parent groups, school volunteers and outside agencies. Participates in district-wide activities, in-services, committees, as appropriate. Implements policy and procedure changes from the Board, or the State and Federal level at the building level, Works with budget manager on budgeting/purchasing. Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds. Works with Central Office personnel to coordinate processes for the effective functioning of the school. Maintains current information on legal/financial developments of educational legislative reforms. Encourages students to perform at their highest level. Completes performance appraisal on staff. Resolves staff problems and provides support to teachers. Provides general supervision to students. Supervises extra curricular activities. Works with outside educational authorities and regulatory bodies on secondary and vocational issues. Coordinates and evaluates the curricula and instructional programs and makes appropriate recommendations. Formulates and implements professional development activities for teachers which address curriculum needs. Participates in staff development activities. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

• ***Athletic Director – HS Principal’s Responsibility***

Maintains, organizes and administers the overall program of interscholastic educational athletics, including intramural activities. Assists in selecting, assigning and evaluating all coaching personnel. Assumes leadership role in the orientation and in service training of coaching personnel. Represents the School District in matters of interscholastic educational athletics with the MHSAA. Represents the School District in matters of interscholastic educational athletics with each secondary league of affiliation. Is responsible for the organization and scheduling of athletic events. Contracts officials for all home contests. Arranges transportation for away contests. Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities. Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics. Establishes and enforces the physical, academic and training requirements of eligibility for participation. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

• ***Career Coordinator – HS Principal’s Responsibility***

Serves as a career information and/or employability skills resource to students. Promotes and maintains a viable career center, selects and distributes career information to students and staff. Coordinates and implements career guidance plan and orients new teachers and counselors to the career guidance plan. Coordinates, schedules career guidance program at all middle and high schools. Assists the teacher in the instruction of students, staff and community in the use of materials and career planning and accompanying informational needs. Schedules career activities, participates in discussion of career opportunities. Coordinates in-services, teachers on career issues and the use of computer software. Counsel students on educational and career plans. Consult with teachers to facilitate the infusion of counseling activities into the regular education curricula. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Secretary - \$14.13 hr. - \$12.74 hr. plus benefits

Serve as secretary and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, and record keeping. Maintains school records and files for building, principal and related requirements. Distributes mail for building. Reviews principals mail, brings attention to important pieces of mail. Assist/orientates substitute teachers. Processes attendance/payroll for building staff. Assists with Fourth Wednesday Count Report. Attend open House and parent teacher conferences. Answers telephones, responds to routine questions, sets appointments or routes calls to appropriate persons. Performs duties relating to students such as taking attendance and tardiness, administering medications (according to district policy and regulations), responding to accidents and illnesses, provides appropriate first aid needs. Resolves bus scheduling problems, and other issues as they arise. Compiles and distributes monthly and annual reports, student’s attendance and calendar of events. Receives visitors, new parents, and students; answering questions; resolving student problems; Schedules requested conferences and facilitating use of building by external groups. Maintains books for building accounts. Makes and records deposits. Coordinates grade reporting, prepares school announcements and prepares employee and student accident reports. Maintains school/student records. Acts as liaison between school

Secretary - \$14.13 hr. - \$12.74 hr. plus benefits-Cont.

and community, principal, parents, staff and students. Grades student assistants. Orders, processes, and maintains office materials and equipment. Operates standard office equipment. Enters all student attendance records into a computer on a daily basis. Responds to inquiries from students, teachers, and parents regarding attendance rules, absences, suspensions, and enrollment status. Compiles and submits a variety of weekly, monthly and year end reports as required. Maintains and prepares Health Department reports. Works with probation officer. Maintains athletic eligibility. Maintains and enter suspension and daily discipline. Prints weekly attendance letter for unexcused absences. Prepares computerized attendance sheets. Types, prepares, distributes, files records/reports, correspondence etc. related to attendance. Maintains current bus information for new students. Assigns lockers to all students and reports repairs. Assists in preparation of reports and department related requirements. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned

Substitute Teacher - \$85.00 full day - \$42.50 half day no benefits

Performs regular teachers' class plan while the teacher is out. Assumes the responsibilities for instructing classes when a teacher is absent. Assumes all other responsibilities for that teacher during the time the teacher is absent. Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom. Maintains appropriate records including checking test papers recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent. Provides assistance for students who need special help on those days when no teacher is absent. Provides for individualized and small group assistance for students as indicate by lesson plans. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Superintendent - \$80,000 salary / 230 days / 8 hours = \$43.47 hr. plus benefits

Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by the board. Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy. Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school. Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board. Recommends courses of study and texts aligned with district vision, goals and objectives. Provides student assessment data for board analysis. Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations. Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects. Recommends and implements a program of school-community relations and keeps all stakeholder groups informed about district policies, programs and procedures. Provides administrative assistance and facilitation of the board's self-assessment process.

• ***Business Director – Superintendent's Responsibility***

Administer the business affairs of the school district in order to provide the best possible educational service with the financial resources available. Directs development of annual and long-range budgets; forecasts revenues; prepares cost analysis; lists of options; and impact statement; prepare regular financial reports, and makes necessary adjustments to the budget. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures and long-range planning. Assumes responsibility for supervision of Business Office personnel. Ability to maintain effective district-community relations and interprets the financial concerns of the district to the community. Ability to plan and monitor an accounting control system. Develop a fiscal year estimate of revenue and cost for operating the school system. Ability to prepare revenue cost data for the negotiation process. Monitors all vouchers authorizing the expenditures of monies. Ability to provide accounting services essential to the preparation, administration, supervision, and control of the budget. Prepare and analyze all financial statements. Supervises accounts payable, processes and procedures. Supervises payroll preparation and dissemination. Ability to make a full and complete itemized report of the finances of the district. Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board.

- ***Business Director – Superintendent’s Responsibility-Cont.***

Recommends policy and procedural changes in the areas of cash management and investments. Ability to insure all (School District) payments are made in a timely manner. Direct all transactions involving the district’s levy, valuation changes and details regarding D.D.A., T.I.F.A and tax appeals. Responsible for opening, closing and monitoring all checking and savings accounts of the district. Ability to manage all trust funds of the district including allocation of interest and processing of all awards and scholarships from the funds. Ability to manage daily cash flow and oversee the investment and cash receipt functions. Ability to administer a program for processing supplies and equipment, maintaining inventory control and stockroom requisitions. Ability to maintain control over all debt retirement and building site funds. Administers an effective program for accounting of all State and Federal Programs. Ability to computerize the entire Business Office process to meet the demands of the district in an organized, efficient manner. Responsible for all information regarding the Fourth Wednesday Count and Child Accounting data and required reports. Performs such other tasks and responsibilities as assigned by the Superintendent or Assistant Superintendent. Ability to supervise and maintain district insurance coverage policies. Attend all meetings required. Ability to assist in bidding process for various purchases when required and appropriate.

- ***Facility Director - Superintendent’s Responsibility***

Plans and directs the work of all building and grounds personnel involved in the maintenance activities on school properties and related facilities. Determines and initiates the proper action to be taken to effectively and expeditiously complete repairs in accordance with school policy, sound maintenance practices and priority and urgency of operations. Conducts routine and periodic inspections of schools and facilities. Analyzes needs and makes recommendations for procurement of materials and supplies. Prepares specifications and submits cost estimates of proposed work activities. Supervises building and grounds maintenance inventory control activities. Provides in-service training for maintenance, custodial and grounds personnel on new equipment and work methods. Conducts safety inspection, accident, investigations and training programs to create a safe environment. Develop annual priority list for maintenance of buildings. Visits sites to assure proper maintenance of buildings. Develops schedules and preventative maintenance program for District equipment. Prioritizes maintenance requests and assign's work to crews. Develops operating procedures to facilitate proper function of department. Assures adequate maintenance and repair records are maintained for District equipment. Maintenance of custodial support equipment. Monitors progress of various major or long term projects. Responds to emergency situations and inclement weather conditions and determines an appropriate course of actions. Monitors security. Instructs custodians verbally or in writing in building and grounds custodial and routine preventive maintenance activities. Coordinates seasonal grounds work (snow, lawn). Maintains inventory of custodial/maintenance supplies and equipment. Coordinates the cleaning and preserves designated spaces, equipment etc in the building. Performs ongoing preventive maintenance and minor repair on plumbing, custodial equipment, ventilation, building structure and hardware. Coordinates normal operator adjustments, and service to facility operational equipment such as, but not limited to, compressors, boilers, unit ventilators and fans and maintains records on operational and maintenance activities. Coordinates electrical maintenance and repairs. Coordinates visiting public utilizing the facilities with directions within the building or in obtaining and setting up needed equipment and or material. Coordinates outside maintenance with mowing, shoveling snow and maintains grounds and equipment. Coordinates the maintenance supervisor in scheduling and assigning extra time for custodians. Coordinates building and grounds security. Maintain work related records and prepares various reports as directed. Coordinates all safety and code requirements of the State, local and Board of Education guidelines. Coordinates repairs and maintains all types of air conditioning and refrigeration units. Coordinates repairs and maintains gas, hot water, steam and oil boilers and hot air furnace. Rebuilds and repacks burned out boiler fireboxes. Coordinates repairs and maintains air handlers, ventilators, cooling coils and radiators along with other mechanical heating and ventilating equipment. Monitors and coordinates control panels and thermostats of all systems to maintain standard working temperature. Coordinates regular preventive maintenance and boiler water treatment programs for all heating and air conditioning equipment. Coordinates Installation and tests new equipment. May be required to be on 24-hour call. Accurately orders and accounts for material and labor relation to assignments. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

- ***Grant Writer – Superintendent’s Responsibility***

- Prepares and maintains reports for federal grant programs. Maintains audit files for grant programs. Prepare monthly cash flow on grants.. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned

- ***Technology Director – Superintendent’s Responsibility***

To direct on-going computer education program in the district designed to use the best advantage computer and other technology systems in the instructional and administrative programs. Responsible for providing opportunities for students, staff, and administration to enhance the learning process and expand learning opportunities through the use of various types of technology. Development of the computer/technology education program for instructional and management functions that include the determination of appropriate use of computers and other technologies. The

- ***Technology Director – Superintendent’s Responsibility-Cont.***

coordination and implementation of all activities related to the uses of instructional and management technologies. Recommends the purchase of computer hardware and software for the implementation and improvement of computer and technology instruction and management in the district. Coordinate the installation of new computer software and software updates. Coordinates the distribution of computer hardware and software in the schools. Maintains an inventory (including location) of computer and other technological equipment and maintains a catalog of software in the district; shares with district staff, personnel, and administrators. Coordinate an annual software audit on all district computers to ensure license compliance. Reviews and evaluates new commercial software as it is developed and communicates such evaluation to the instructional leaders of the district. Recommends and assists with staff development activities in the use of the computers and other technologies as instructional and/or management tools. Represents the district's technology education program with computer workshops and technology presentations to students, staff members, parents, and community members. Attends computer/technology conferences/workshops. Oversees the on-going development and implementation of (School District’s) long-term technology plan. Oversees the design, implementation, and maintenance of the district's voice, video, and data infrastructure including any LANS, WANS, file servers, networks, fiber optics equipment, etc.; repairs computer hardware and LAN/WAN infrastructures or arranges repair through outside source. Designs and implements a system for providing technical support to all schools and provides on-site assistance as needed. Maintain an appropriate inventory, if needed, of frequently used supplies (i.e. ink, ribbons, disks, batteries, repair/maintenance items). Develop and implement a preventive maintenance plan. Coordinate the hardware for the district's distance learning systems (i.e. ITV, satellite dish, Internet). Develop and maintain a district technology library (manuals, documentation, etc.). Assists with the development, implementation, and evaluation of the technologies in the district. Directs, supervises, and evaluates the technology personnel of the district. Assists in the preparation of annual budget requests for technological hardware and software after consultation with the district's instructional leaders; oversees/monitors the budget; and coordinates technology purchases. Attends board meetings and prepares reports for the Board upon request.

Teacher \$56,938 - \$40,106 salary / 174 days / 7 hours = \$46.74 hr. - \$32.92 hr. plus benefits

Instructs students in activities designed to promote social, physical, and intellectual growth in the subject matter and skills that will contribute to their development as mature, able and responsible men and women. Teach District approved curriculum. Creates a classroom environment that is conducive to leaning and appropriate to the maturity and interests of the students. Prepares for classes assigned. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. 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. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate

Teacher – Cont.

these objectives to students. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner. Assesses the accomplishments of students on a regular basis and provides progress reports as required. Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports. Encourages students to set and maintain standards of classroom behavior. Observe the learning disabilities of student on a regular basis, seeking the assistance of district specialists as required. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations. Is available to students and parents for education related purposes outside the instructional day. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district. Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil. Translates lesson plans into developmentally appropriate learning experiences. Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc. Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere. Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans. Is available to students and parents for education-related purposes outside the instructional day. Plans and coordinates the work of paraprofessionals, parents, and volunteers in the classroom and on field trips. Provides individualized and small group instruction to adapt the curriculum to the needs of the student. Creates an environment for learning through functional and attractive displays interest centers and exhibits of student's work. Meets and instructs assigned classes in the locations and at the times designated. Plans a program of study that meets the individual needs, interests, and abilities of the students. Supervises activities such as field visits, group discussions, and dramatic play acting, to stimulate students' interest in and broaden understanding of their physical and social environment. Fosters cooperative social behavior through games and group projects to assist children in forming satisfying relationships with other children and adults. Encourages students in singing, dancing, rhythmic activities, and in use of art materials, to promote self-expression and appreciation of esthetic experience. Instructs children in practices of personal cleanliness and self care. Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue. Observes children to detect signs of ill health or emotional disturbance, and to evaluate progress. Discusses students' problems and progress with parents. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

Transportation/Mechanic/Bus Driver - \$32,000 salary / 230 days / 8 hours = \$17.39 hr. plus benefits

• ***Transportation***

Responsible for the organization, administration, supervision in the area of the school district transportation system in accordance with state law and policies along with school district policies. Organizes and implements a pupil transportation system within the policies of the Board of Education. Develops and maintains lists of children eligible for transportation. Approves bus stops in as safe a location as possible. Approves field trips, athletic trips for transportation. Recruits, interviews, checks background and recommend for employment bus drivers, sub and aide drivers. Periodically checks the driving records of all bus drivers in order to assure student safety. Conducts driver education program for school bus driver. Maintains personnel records and reports payroll to the payroll department. Keeps records for preparation of state and local reports such as inventories, pupils transported, route mileage, time records, special trip records, traffic accidents, and other required reports. Interprets transportation procedure and regulations to public and staff. Makes recommendations that may improve transportation services and efficiency such as rules and regulations for drivers and pupil conduct. Responds to emergency situations and inclement weather conditions and determines an appropriate course of actions. Recommends weather related school closings to the Superintendent

Transportation/Mechanic/Bus Driver – Cont.

- ***Mechanic***

Maintains the ability to diagnose, repair, rebuild and make all necessary adjustments on all vehicle systems. Directs the work efforts of the mechanic trades personnel engaged in the maintenance and preservation of the school transportation and maintenance vehicles. Performs monthly inspection on all vehicles. Performs troubleshooting and repairs on district vehicles. Inventory Management & Control; sets up and supervises receipt and issuance of parts and supplies. Analyzes requirements and makes recommendations on schedule for preventative maintenance program for District vehicles and equipment. Prepares and audits the preventive maintenance program for transportation and maintenance vehicles and maintains related records and reports on vehicle maintenance operations. Performs road testing to determine road ability. Maintains a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment. Recommends replacement of equipment & materials for department. Exhibit positive image as loyal representative of school district. Performs such other tasks and responsibilities as assigned.

- ***Bus Driver - Transportation/Mechanic/Bus Driver Responsibility***

Refer to Bus Driver's Job Description