

## SECTION 9 – JOB DESCRIPTIONS

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## ASSOCIATE SUPERINTENDENT

### QUALIFICATIONS:

1. At least ten years' successful experience in teaching and school administration.
2. Master's Degree or higher.
3. A valid superintendent's license or the ability to earn such within two years.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Such staff members as the Superintendent may designate

### JOB GOALS:

1. To supervise on a constant, ongoing basis the translation of the district's educational philosophy, goals, and objectives into active terms that directly benefits the learning of each individual student.
2. To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, implementing and improving the best possible educational programs and services.
3. To provide leadership in the selection, training and compensating of the best possible licensed staff.

### PERFORMANCE RESPONSIBILITIES:

1. Plans and administers an efficient system of recruiting, screening, hiring, and training, assigning and evaluating all licensed personnel in the district.
2. Provides leadership for the district's curriculum, instruction, and assessment program.
3. Develops an annual process of curriculum review, revision and implementation.
4. Develops, establishes, and refines the overall program of curriculum, instruction, and assessment, Pre – K - 12.
5. Plays a significant leadership role in curriculum and instructional planning.
6. Works with the building principals in the improvement of individual staff competencies.
7. Works with principals in organizing and coordinating grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
8. Directs creation of and edits for publication all curriculum and materials prepared by and to be distributed among the instructional staff.
9. Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the board.
10. Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
11. Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public.
12. Conducts staff meetings as needed to interpret changes in the district's curriculum, instruction, and assessment program.
13. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
14. Monitor the implementation of the district instructional programs to: (a) evaluate programs and services on a regular basis; (b) encourage the use of a variety of

- instructional strategies and materials consistent with research on learning and child growth and development and best practices; (c) ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking using effective questioning, problem-solving and creativity; (d) that they address each student's needs, interests, and skill levels; (e) that they encourage the student to define individual goals and accept responsibility for learning; (f) and to identify and suggest instructional methods for implementation to facilitate student learning for demonstration of proficient performance and accomplishment.
15. Works cooperatively with building principals in integrating and coordinating individual efforts into a unified program for the district.
  16. Attends Board meetings and prepares such reports for the Board as the superintendent may request.
  17. Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.
  18. Prepares state reports as required.
  19. Confers with building principals on matters of concern.
  20. Make classroom visitations on a regular basis and consult with teachers and principals on instructional improvement issues to ensure that all instructional standards are met or exceeded.
  21. Plays a significant leadership role in fostering professional growth and development.
  22. Assist in the planning and facilitation of opportunities for effective professional development that addresses district initiatives and the improvement needs of the instructional program, to include workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
  23. Consult with principals and approves teacher/principal release time for attendance at professional meetings. Monitor equitable opportunity for attendance. Consult with principals on professional development agendas for staff attendance. Maintains documentation of approved teacher professional development hours.
  24. Assists in the development and coordination of the sections of the budget that pertain to curriculum, instruction, and assessment.
  25. Works with the building principals in maintaining a current curriculum manual to show graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff.
  26. Assumes responsibility for reviewing, analyzing, and interpreting assessment results of classroom, building, and state testing programs, and for other evaluative measures used by the schools.
  27. Seek financial support for curriculum, instruction, and assessment work through the writing of grants or assisting with the writing of grants.
  28. Creates and maintains a records filing system and inventory for all documents for curricular programs including confidential materials and textbook authorization.
  29. Monitors and directs after school, summer school, and tutoring programs.
  30. Remains abreast of developments and innovations in the field by reading current literature, attending professional association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
  31. Provides leadership as the Director of Federal Programs.
  32. Prepares Federal budgets and administers all federal programs including Perkins.
  33. Assist with teacher licensure issues and certification issues.
  34. Provides leadership as the District Test Coordinator that maintains test security and integrity.
  35. Monitors classroom walk through and generates required reports.

36. Monitors AR/AM and generates required reports.
37. Provides leadership as the Formative assessment coordinator.
38. Monitors and Assists pre-kindergarten program.
39. Serves as the district's ESL coordinator
40. Provides leadership as the Pathwise Coordinator. (unless otherwise assigned)
41. Responsible for selection and training of substitute teachers. (unless otherwise assigned)
42. Provides leadership and effective implementation of the district's ACSIP.
43. Accepts from the superintendent such responsibilities as the superintendent chooses to delegate, and assumes full responsibility for discharging them.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## DIRECTOR OF LEARNING SERVICES

### **QUALIFICATIONS:**

1. At least ten years' successful experience in teaching and school administration.
2. Master's Degree or higher.
3. A valid superintendent's license or the ability to earn such within two years.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Such staff members as the Superintendent may designate

### **JOB GOALS:**

1. To supervise on a constant, ongoing basis the translation of the district's educational philosophy, goals, and objectives into active terms that directly benefits the learning of each individual student.
2. To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, implementing and improving the best possible educational programs and services.
3. To provide leadership in the selection, training and compensating of the best possible licensed staff.

### **PERFORMANCE RESPONSIBILITIES:**

1. Plans and administers an efficient system of recruiting, screening, hiring, and training, assigning and evaluating all licensed personnel in the district.
2. Provides leadership for the district's curriculum, instruction, and assessment program.
3. Develops an annual process of curriculum review, revision and implementation.
4. Develops, establishes, and refines the overall program of curriculum, instruction, and assessment, Pre – K - 12.
5. Plays a significant leadership role in curriculum and instructional planning.
6. Works with the building principals in the improvement of individual staff competencies.

7. Works with principals in organizing and coordinating grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
8. Directs creation of and edits for publication all curriculum and materials prepared by and to be distributed among the instructional staff.
9. Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the board.
10. Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
11. Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public.
12. Conducts staff meetings as needed to interpret changes in the district's curriculum, instruction, and assessment program.
13. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
14. Monitor the implementation of the district instructional programs to: (a) evaluate programs and services on a regular basis; (b) encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development and best practices; (c) ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking using effective questioning, problem-solving and creativity; (d) that they address each student's needs, interests, and skill levels; (e) that they encourage the student to define individual goals and accept responsibility for learning; (f) and to identify and suggest instructional methods for implementation to facilitate student learning for demonstration of proficient performance and accomplishment.
15. Works cooperatively with building principals in integrating and coordinating individual efforts into a unified program for the district.
16. Attends Board meetings and prepares such reports for the Board as the superintendent may request.
17. Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.
18. Prepares state reports as required.
19. Confers with building principals on matters of concern.
20. Make classroom visitations on a regular basis and consult with teachers and principals on instructional improvement issues to ensure that all instructional standards are met or exceeded.
21. Plays a significant leadership role in fostering professional growth and development.
22. Assist in the planning and facilitation of opportunities for effective professional development that addresses district initiatives and the improvement needs of the instructional program, to include workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
23. Consult with principals and approves teacher/principal release time for attendance at professional meetings. Monitor equitable opportunity for attendance. Consult with principals on professional development agendas for staff attendance. Maintains documentation of approved teacher professional development hours.
24. Assists in the development and coordination of the sections of the budget that pertain to curriculum, instruction, and assessment.
25. Works with the building principals in maintaining a current curriculum manual to show graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff.

26. Assumes responsibility for reviewing, analyzing, and interpreting assessment results of classroom, building, and state testing programs, and for other evaluative measures used by the schools.
27. Seek financial support for curriculum, instruction, and assessment work through the writing of grants or assisting with the writing of grants.
28. Creates and maintains a records filing system and inventory for all documents for curricular programs including confidential materials and textbook authorization.
29. Monitors and directs after school, summer school, and tutoring programs.
30. Remains abreast of developments and innovations in the field by reading current literature, attending professional association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
31. Provides leadership as the Director of Federal Programs.
32. Prepares Federal budgets and administers all federal programs including Perkins.
33. Assist with teacher licensure issues and certification issues.
34. Provides leadership as the District Test Coordinator that maintains test security and integrity.
35. Monitors classroom walk through and generates required reports.
36. Monitors AR/AM and generates required reports.
37. Provides leadership as the Formative assessment coordinator.
38. Monitors and Assists pre-kindergarten program.
39. Serves as the district's ESL coordinator
40. Provides leadership as the Pathwise Coordinator (unless otherwise assigned).
41. Responsible for selection and training of substitute teachers (unless otherwise assigned).
42. Provides leadership and effective implementation of the district's ACSIP.
43. Accepts from the superintendent such responsibilities as the superintendent chooses to delegate, and assumes full responsibility for discharging them.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04, 12/11/06, 8/6/2007*

## SCHOOL IMPROVEMENT SPECIALIST - SMART ACCOUNTABILITY

### QUALIFICATIONS:

1. Masters Degree in Education Leadership or related field;
2. Currently holds Arkansas teaching license and experience in Building Level Administration and/or Curriculum Program Administrator;
3. Success working as a change agent with a record of improving student performance;
4. Successful school improvement/reform efforts;
5. Knowledge of scientific research based instructional practices and assessment systems ;
6. Knowledge of how to evaluate and shape school cultures;
7. Knowledge about district demographics and relevancy to education;
8. Written and verbal communication skills, organizational skills and problem solving skills.

**REPORTS TO:** Director of Learning Services

**SUPERVISES:** This position will support the school leadership/principal and district staff in reaching goals by assisting with the implementation of Smart Accountability.

**JOB GOALS:** The School Improvement Specialist is an individual holding a valid Arkansas teacher's license meeting the criteria for a highly qualified teacher who will work directly with the school leadership and staff in school improvement under the direction of the Deputy Superintendent. This individual will assist the school principal by monitoring compliance with state and federal requirements; providing overall assistance, coordination and direction to staff in school improvement strategies; facilitate research-based instructional practices; facilitate data driven decision making; and ensuring the full implementation of the school's ACSIP. According to Smart Accountability, the School Improvement Specialist will provide direct guidance in decision making and recommendations for school improvement.

**PERFORMANCE RESPONSIBILITIES:**

1. Applies strategies of adult learning across teacher leadership activities;
2. Informs and facilitates the design and implementation of coherent, integrated professional development based on assessed student and teacher needs;
3. Assists teachers in analyzing classroom and state assessment data to inform instruction;
4. Provides demonstration lessons in curriculum and teacher techniques for classroom teachers and others;
5. Facilitates communication about research based instructional practices and student achievement between and among teachers, within and across grade level;
6. Assists in the implementation of the components of the Arkansas Comprehensive School Improvement plan (ASCIP) process;
7. Demonstrates current instructional technology in the classroom and for data analysis;
8. Provides differentiated assistance to teachers based on individual needs;
9. Facilitates and participates in district and building level training;
10. Assists in the implementation of Arkansas' Smart Accountability plan with integrity and fidelity;
11. Demonstrates the understanding of No Child Left Behind Act. (NCLB) of 2001;
12. Provides instructional leadership guidance to building administrators and teachers;
13. Observes and provides technical assistance in the correct and complete implementation of Classroom-Walk-Throughs;
14. Demonstrates knowledge of state and federal laws, rules, policies, and procedures related to school improvement and differentiated accountability;
15. Assists and guides administrators in school research;
16. Assists in preparing the quarterly report to the Superintendent and school board;
17. Assists and facilitates other areas of the school improvement plan and Smart Accountability;
18. Implements any actions under Targeted and/or Whole School Intensive Improvement as deemed necessary;
19. Implements a teaching design that encompasses most effective practices defined in research;
20. Develops comprehensive data sets with training on root cause analysis within areas such as demographics, student achievement, perception, and school processes;
21. Implements professional development, as requested;
22. Implements formative assessment system, analyzes results, and presents to identified constituents;
23. Other duties as assigned.



**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary will be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 8/9/10*

## **DIRECTOR OF STUDENT SERVICES**

### **QUALIFICATIONS**

1. Must hold a valid Arkansas Special Education Supervisor License
2. Knowledge and application of state and federal laws, statutes, rules, and regulations as they relate to special education.
3. Knowledge and application of computers and technology as they relate to administrative job functions.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**OR** *(if employed after January 1, 2002)*

1. Hold a standard teaching license in specialty area where applicable.
2. Have five years of teaching experience. At least 3 of the 5 years of teaching experience must be in the area and/or at the level at which the candidate is seeking administrative licensing.
3. Complete an ADE approved degree or program of study, reflective of an educational leadership core and/or a specialty core. The combined program of study must include:
  - a. an internship and
  - b. the development and review of a portfolio

**REPORTS TO:** Superintendent

**SUPERVISES:** Such staff members as the Superintendent may designate

### **JOB GOALS:**

1. To supervise on a constant, ongoing basis the translation of the district's educational philosophy, goals, and objectives into active terms that directly benefit each individual student.
2. To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise and administer all district programs for children with disabilities under the Individuals with Disabilities Education Act (IDEA).
2. Become knowledgeable about the developments and trends in special education, instructional management and supervision.
3. Supervise the location, identification, and evaluation process for students with disabilities.
4. Provide information related to due process procedures and IDEA requirements to administrators, faculty and patrons.
5. Consult with teaching staff to determine needs of specific students and the program.
6. Consult with teachers to determine instructional materials and supplies needed for the

- program.
7. Collaborate with school and district level curriculum committees to develop plans and program recommendations for the inclusion of students with disabilities.
  8. Provide consultation to special and regular education personnel in the district.
  9. Visit special and regular education classrooms to observe effectiveness of the instructional program.
    - a. Determine whether instruction corresponds to goals and objectives of the student's individualized education program (IEP) and the state curriculum standards.
    - b. Determine if materials, equipment and other supports are available and are adequately and properly used.
    - c. Confer with teachers to provide technical assistance for improvement of instructional skills and behavior management.
  10. Consult with teaching staff to assure that specific needs of the student are met.
  11. Consult with teachers about appropriate and adequate materials.
  12. Designate appropriate professionals responsible for appraisal, programming and implementation activities as specified by state guidelines.
  13. Assure that appropriate personnel are available for all due process and instructional activities, including related services personnel.
  14. Deploy staff in the most efficient and effective manner.
  15. Initiate and administer programs to locate, identify, and evaluate students with suspected disabilities.
  16. Design and implement Child Find activities in accordance with state and federal guidelines.
  17. Arrange timely evaluation of students suspected of having a disability.
  18. Monitor operation of district programs for children with disabilities to ensure operation in accordance with state approved policies, procedures and guidelines.
  19. Become informed in the specifics of the state approved policies, procedures and guidelines.
  20. Implement the self-monitoring process specified by the Department of Education.
  21. Provide consultative assistance to regular education teachers serving students with disabilities.
  22. Contact all teachers who have students with disabilities in regular education classes.
    - a. Identify any student with a known disability to the teacher.
    - b. Provide information and assistance with needed modifications, accommodations or adaptations as specified on the student's IEP.
  23. Maintain information on and liaison with other public and private agencies and individuals who provide services to students with disabilities in the district.
  24. Maintain information files that identify and describe agencies and individuals who provide services to students with disabilities.
  25. Make such information available to persons planning programs and providing services to students with disabilities.
  26. Make such information available to parents and patrons.
  27. Develop and monitor contacts with other districts, public and private agencies and individuals who are providing services to students with disabilities in the district.
  28. Organize a contact committee of representatives of other agencies, individuals and contiguous school districts.
    - a. Meet at least annually to share information and concerns.
    - b. Establish and maintain telephone and e-mail consultation, as needed.
  29. Provide leadership for District's Alternative Learning Environment.

30. Develop and recommend to the district superintendent a plan for special education to be included in the district's overall plan.
31. Develop and recommend a budget for special education to the superintendent.
32. Develop and administer the district's comprehensive system of personnel development for special education.
33. Provide leadership for District's alternative assessment process
34. Determine staff development activities to meet identified needs.
35. Arrange and implement a staff development program.
36. Serve as a liaison with the ADE Special Education Unit in matters concerning education of children with disabilities.
37. Provide information to the Special Education Unit, as required.
38. Disseminate information provided by the Special Education Unit.
39. Serve as a liaison with parent and professional organizations.
40. Establish a local special education advisory council.
41. Receive from and provide information to parents and professional organizations.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary will be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04, 12/11/06*

## DIRECTOR OF OPERATIONS

### **QUALIFICATIONS:**

1. Hold one or more of the following levels of Arkansas Licensure or be enrolled and currently working on certification:
  - a. District Administrator P-12
  - b. Building Administrator P-8
  - c. Building Administrator 7-12
2. Knowledge of special education laws, experience with diverse student populations, previous experience in student discipline, previous bus driving experience, and effective communication skills are preferred. Organizational skills, record keeping, and attention to details are paramount in this position. Use of technology and software will be expected.
3. Holds current Certified Driver's License (CDL)

**REPORTS TO:** Superintendent

**SUPERVISES AND EVALUATES:** All Transportation, Maintenance and Custodial employees

### **PERFORMANCE RESPONSIBILITIES:**

#### **GENERAL:**

1. Serves in the absence of the superintendent as an administrative officer of the district.
2. Keeps informed of and will interpret all laws, regulations, statutes, rules and policies affecting the district.
3. Attends Board meetings and prepares such reports for the Board as the superintendent may request.

4. Prepare drafts of needed Board policies and administrative rules for the superintendent's review and action.
5. Prepares state reports as required.
6. Serves in chain-of-command to handle student and/or parental complaints and/or concerns.
7. Assists in the preparation and administration of the district's budget.
8. Conducts staff meetings as needed to interpret changes in Board policy, administrative rules, and state laws and regulations.
9. Develops, implements and maintains district crisis management plan.
10. Administrative representative on classified personnel policy committee.

#### **FACILITIES:**

1. Insures compliance with ADA.
2. Insures compliance with OSHA laws and regulations.
3. Insures financial accountability of all construction, maintenance, and renovation projects.
4. Administrative designee to insure compliance with the Division of Public School Academic Facilities and Transportation.
5. Monitors and enforces implementation of contractual obligations of all construction and maintenance and renovation projects.
6. Responsible for the development, implementation, and monitoring of district master plan and timely submission of partnership projects.
7. Insures compliance with semi-annual fire inspections.
8. Monitors building security.
9. Insures adequate insurance coverage for buildings and contents.

#### **DISCIPLINE:**

1. Distribute District transportation bus policies to all students and parents and conduct follow-up training with students to ensure compliance.
2. Supervise the consistent application of student bus discipline on all buses throughout the district.
3. Work with bus drivers, students, parents, and school administrators to provide safe, orderly, transportation for all of our students
4. Coordinate with each school's administration the discipline procedures and penalties for student behavior on our school buses.
5. Meet with parents, administrators, patrons, and students on issues concerning discipline on our buses.
6. Meet with and counsel students including issuance of suspensions, seating assignments, and other related discipline procedures to insure safety on all district school buses.
7. Keep and maintain a student database district wide for all discipline referrals relating to transported students.
8. Work with bus drivers, transportation director/supervisor, and administration to continually monitor and evaluate student bus discipline procedures and policies.
9. Travel to each school within the district, as needed, on a daily basis to address student discipline problems related to transportation.

#### **SAFETY**

1. Understand and ensure District compliance with all laws and regulations governing bus mechanics' certification, state and national bus safety regulations, underground fuel tanks and EPA regulations
2. Hold regular safety meetings for all District employees who drive District vehicles.

3. Require pre and post driving check sheets to be signed and turned in daily.
4. Develop driver training/safety manual covering driving procedures and safety procedures.
5. Conduct safety training for district drivers and ensure compliance with training/safety manual.
6. Meet periodically with area school districts' Transportation Directors and the Arkansas Department of Education Director of Transportation to develop a relationship, share ideas, and establish procedures for cooperation in the event of an emergency transportation situation.
7. Train students in proper conduct on school buses.
8. Ensure driver compliance with bus rules and procedures.
9. Enter into a database the bus which children ride daily

### **PERSONNEL:**

1. Understand and ensure District compliance with all laws and regulations governing school bus drivers to include hiring practices, background checks, physicals, drug and alcohol screening, driver's records checks, and CDL licensing. Develop database and monitor drivers for compliance and timely updates for these items.
2. Document all driver discipline problems, traffic violations, and ensure placement in personnel file.
3. Work with bus drivers through in-service type training to teach assertive discipline techniques to all drivers.
4. Conduct screening of all drivers with safety checks and skills in turning, backing, and braking
5. Interview and document all applicants' previous experience in driving large vehicles or buses.
6. Stress safe operation of large vehicles or buses through regular and on-going meetings.
7. Plan, monitor, and adjust morning and afternoon bus routes and bus stops as necessary and designate extracurricular and field trip routes for drivers to follow.
8. Actively recruit drivers and monitors as appropriate.
9. Be a positive advocate for the drivers, develop a system of rewards and incentives for driving excellence and promote student safety on all buses and trips.

### **RECORD KEEPING**

1. Set-up, use, and maintain automated bus routing, bus maintenance, and bus driver software.
2. Monitor local, state, and national laws and regulations for impact on District transportation.
3. Maintain accurate and up to date bus inventory list.
4. Track daily and annual riders and mileage for all district student transportation vehicles
5. Schedule field trips and extracurricular activities including monitoring and approval of on-line bus requests.
6. Coordinate all record keeping with central office personnel.
7. Monitor and maintain budget records for Transportation Department.
8. Performs any duties that are within the scope of this position as assigned by the Superintendent and/or Director of Operations.

### **MAINTENANCE AND CUSTODIAL**

1. Confers with building principals and other administrators on matters of concern.

2. Plans and administers comprehensive maintenance and custodial program including but not limited to building grounds, maintenance requests, summer maintenance, and the ordering and purchase of all required materials and supplies.
3. Responsible for the development, implementation, and monitoring of district custodial program.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year will be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 07/11/05, 12/11/06, 8/6/2007, 7/25/11*

## PRINCIPAL

### **QUALIFICATIONS:**

The Building Principal shall hold, or be qualified to hold, at the time of application, the appropriate Principal's certificate issued by the State Department of Education.

**REPORTS TO:** Director of Operations, Superintendent

### **DUTIES AND RESPONSIBILITIES**

1. He shall be responsible to the Superintendent of Schools for all organization, administration and supervision within his building.
2. He shall be responsible for all administrative detail relating to janitors and their work and the maintenance of the school plant.
3. He shall keep the Assistant Superintendent completely and continuously informed as to the condition of the school and its activities therein.
4. He, through democratic administration and high professional standards, shall work cooperatively with the teaching staff for the best interests of the children.
5. He shall be responsible for the health and welfare of the children and teachers.
6. He shall be responsible for maintaining good public relations with the community and for utilizing fully the community resources to enrich the learning program.
7. He shall take an active interest in local, state, and national professional organizations to promote professional improvement and render greater service.
8. He shall be responsible for the assignment of the teaching staff within his building. He shall see that each teacher has an equitable amount of class and extra class-work. He should not over assign a willing teacher not under assign an unwilling teacher.
9. He shall write experience reports on all teachers at least once a year or as directed by the Superintendent.
10. He shall be responsible for the classification, promotion or retention of students within the building.
11. He shall be responsible for assisting in the development of the several curricula and in planning and adapting the courses of study to the needs and interests of the children.
12. Each principal will arrange to take care of pupils arriving early on rainy days or in bad weather. Children should be admitted to their building under supervision. Likewise, children who wait for their parents in the afternoon shall be supervised.
13. He shall constantly appraise and evaluate the instructional program.
14. He shall look upon supervision as a cooperative process involving classroom teachers.

15. He shall oversee the attendance, conduct and health of the pupils.
16. He shall be responsible for requesting supplies, textbooks, equipment, and all material necessary to the operation of the school through the Office of the Superintendent.
17. He shall be responsible for the following:
  - a. Fire drills
  - b. Severe weather drills
  - c. School enterprises and activities
  - d. Parent-Teacher Organization
  - e. Teachers' meetings
  - f. School exhibits
  - g. Cafeteria
  - h. Summer school in his building
  - i. Evening school in his building
18. He shall be responsible for organizing the playground, lunchrooms, and noon hour in the best interest of the students.
19. He shall attend Parent-Teacher conference if requested to do so.
20. He shall perform such other duties as may be assigned by the Superintendent of Schools.
21. The philosophy of education of the South Conway County School District makes it imperative that habits of good citizenship inculcated in the school be further developed while pupils are on the playgrounds. It is the obligation of the principals to arrange for adequate supervision of the playgrounds at all times. Careful attention should be given to safety and to the prevention of accidents.
22. Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
23. Works with the Director of Operations to maintain a current curriculum manual to show graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff.
24. Works with the Director of Operations to recommend the addition of new courses, grade placement of courses, and graduation requirements.

**TERMS OF EMPLOYMENT:** Compensation and contract length to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 12/13/04, 8/07/06*

## PRINCIPAL ASSISTANT

### QUALIFICATIONS

The Assistant Principal shall hold, or be qualified to hold, at the time of application, the appropriate six year secondary or elementary teaching certificate issued by the State Department of Education, plus at least a Master's Degree including training in (secondary or elementary) administration, supervision, curriculum, and guidance.

**REPORTS TO:** Principal, Director of Operations, Superintendent

**DUTIES AND RESPONSIBILITIES:** The Assistant Principal will assume such duties as assigned by the Building Principal.

**TERMS OF EMPLOYMENT:** Contracted 220 days. Salary and work year will be established by the Board of Education

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: Adopted 8/12/04*

## **DIRECTOR RIVER VALLEY CAREER ACADEMY**

### **QUALIFICATIONS:**

1. Arkansas Administrator License with vocational certification
2. Master's Degree or above
3. Five years of successful teaching experience
4. Knowledge of Arkansas School Law and statutes and State Board rules as they relate to vocational programs
5. Knowledge of technology and computer applications as related to administrative job functions
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Operations

**SUPERVISES:** RVCA staff

**JOB GOAL:** To provide students enrolled in the vocational education program with education and training of sufficient excellence to enable them upon graduation to enter the job market with well-developed skills varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as workers and as individuals.

### **PERFORMANCE RESPONSIBILITIES:**

1. Formulates and administers a comprehensive, modern program of vocational and technical education.
2. Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations to provide training consistent with needs, and establishes lay advisory committees as needed.
3. Continuously appraises and evaluates the total vocational program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintains current knowledge of all pertinent rules and regulations affecting vocational education.
5. Advises and assists in obtaining state and federal funds for vocational and technical education programs.
6. Assumes responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
7. Supervises and evaluates all instructional personnel in the vocational education program.
8. Coordinates the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates.
9. Works to identify and define local job opportunities and the role of the school in meeting



- these opportunities.
10. Coordinates all work-experience programs in the school.
  11. Arranges and directs in-service education for the staff.
  12. Interprets the vocational education program, prepares and presents annual report to the public.
  13. Prepares and administers the River Valley Technical Center budget.
  14. Makes recommendations for long-term adjustments, changes, additions, and deletions in the vocational education program to meet changing job trends and needs.
  15. Assists in the recruitment and screening of vocational teachers.
  16. Maintains membership in and participates in the affairs of professional societies devoted to the advancement of vocational education.
  17. Establishes required advisory committees.
  18. Steadfastly insures the safety and welfare of students attending RVTC.
  19. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and/or Director of Operations

**TERMS OF EMPLOYMENT:** Contracted 200 days. Salary and work year will be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 3/14/05*

## **AUDIO TECHNOLOGICAL DIRECTOR**

### **QUALIFICATIONS:**

1. Job experience required
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** Help each student obtain the maximum benefit from the educational program by diversifying as fully as possible the kinds of educational materials used.

### **PERFORMANCE RESPONSIBILITIES:**

1. Organizes and implements an audio-technological program for general circulation among the schools and departments of the district, such a program to include use of technological audio or technological instructional equipment.
2. Proposes an annual budget of audio-technological equipment and directs expenditures from this budget.
3. Establishes efficient procedures for the processing of requests for audio-technological equipment and for the maintenance of audio-technological equipment.
4. Organizes an efficient system of distribution and retrieval of audio-technological equipment.
5. Recommends purchase of and organizes, all audio-technological equipment used by the district.
6. Assumes responsibility for the inventory and maintenance of audio-technological equipment.

7. Serves as a consultant to principals and teachers so that they may be properly instructed as to audio-technological equipment available, their mechanical care and operation, and their educational use.
8. Establishes and administers a system for recording the use of audio-technological equipment.
9. Serves as a consultant to all curriculum and technology committees.
10. Serves as a technical consultant on any audio-technological project originating in the district and in which materials are produced or developed locally.
11. Works with building principals and library media specialists to stimulate better and more effective use of items from the audio-technological department.
12. Conducts a continuous evaluation of the materials and audio-technological equipment so that purchases may be made on an increasingly selective basis.
13. Conducts a continuous evaluation of the effectiveness with which audio-technological equipment are used by classroom teachers, and plans for increasing the educational values of the audio-technological equipment.
14. Provides supervised service experience for students in the handling of nonprofessional aspects of the audio-technological program(s).
15. Recruits, screens, trains and supervises all personnel and students for the use of audio-technological equipment.
16. Keeps informed of new developments and trends in the field of multimedia instruction so that innovations and new materials may be tried in the district.
17. Conducts in-service programs as may from time to time appear to the superintendent as necessary or valuable.
18. Interprets to the staff, the administration, and the public the objectives and facilities of the audio-technological program(s).
19. Instructs and assists teachers and students in the proper use and operation of audio-technological equipment.
20. Sets up and arranges for operative audio-technological equipment for special programs and meetings.
21. Assigns audio-technological equipment to classrooms as requested.
22. Orders and stocks supplies and parts needed for audio-technological equipment.
23. Performs minor repairs and arranges for major repairs of audio-technological equipment.
24. All other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Compensation and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Classified Personnel.

*History BOE: 8/07/06*

## TECHNOLOGY DIRECTOR

**QUALIFICATIONS:**

1. Valid Arkansas Administrator's License
2. The ability to organize the total technology program
3. The ability to budget for and implement total technology program

**REPORTS TO:** Superintendent

**SUPERVISES:** Technology Department(s)

**JOB GOAL:** Provide leadership and coordination in the use of technology, including all support services and educational operations. Implement, maintain and update the district's Technology Plan. Plan and implement comprehensive staff training programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and supervises the implementation of the district's Technology Plan.
2. Consult with building administrators and teachers to plan and implement technology infusion into the curriculum.
3. Supervise and advise on matters relating to the School Library Media Centers.
4. Serve on the district ACSIP committee
5. Supervise the operation of the district technology repair services.
6. Supervise the operation of the district staff development services.
7. Chair the District's Technology Advisory Committee and its subcommittees.
8. Act as a resource to all district personnel.
9. Work with the Director of Operations and the community to seek alternative sources of funding for technology programs.
10. All other duties as assigned by the Superintendent or Director of Operations.

**TERMS OF EMPLOYMENT:** Compensation and work schedule to be established by the Superintendent.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 12/13/04, 8/07/06*

## **ATHLETIC CHEER COACH**

**QUALIFICATIONS:**

1. Be a licensed employee of the South Conway County School District
2. Must be at least twenty-one (21) years of age.
3. Must be able to teach/coach state approved stunting, motions/level techniques, jumps, tumbling, etc.
4. Must possess a basic knowledge of first aid.
5. Have previous cheer coaching experience or will have participated in cheerleading.
6. Be extremely motivated, energetic and supportive of the Morrilton spirit program.

**REPORTS TO:** Building Principal and Athletic Director

**SUPERVISES:** Student Cheer Squad Members

**JOB GOALS:** Act as a team leader, nurturing student's needs and model sportsmanship-like behavior at all times while encouraging academic excellence in the cheerleading program.

**PERFORMANCE RESPONSIBILITIES:**

1. Organize and conduct tryouts for the squad(s)
2. Coordinate fundraisers for the cheerleading squad(s)

3. Order uniforms, camp-wear, supplies needed by the squad members
4. Maintain financial records for each member and the squad
5. Attend summer camp w/ the cheer squad. (\$100 stipend)
6. Choreograph routines to take to camp
7. Hold practices in the spring and summer to prepare for camp
8. Hold practices in August to prepare for the upcoming season
9. Attend a majority of football and basketball games.
10. Choreograph a routine and attend regional cheer competition in the spring
11. Work closely with other cheer coaches in the district to promote continuity in coaching and consistency in the rules and procedures of the Morrilton Spirit program
12. Enforce and abide by the approved demerit system
13. Follow all rules and regulations established by ACCA (Arkansas Cheerleading Coaches Association) and those established by the South Conway County School District
14. Attend Spring and fall cheer coaches meetings
15. Attend Summer AAA rules meeting
16. Keep in contact with parents through team meetings and written correspondence
17. Coordinate pep rallies
18. Provide supervision of all members of the cheer squad during all times of involvement in accordance with the policies of the South Conway County School District Board of Education.
19. Promote the cheerleading program by participating in community events (parades, etc.)
20. Write and submit articles to the local newspaper detailing cheerleader activities
21. Promote safety in cheerleading

**TERMS OF EMPLOYMENT:** Salary stipend and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 5/9/05*

## ATHLETIC DIRECTOR

### **QUALIFICATIONS:**

1. Valid Arkansas administrator's certificate.
2. Employment as an administrator in the South Conway County School District.
3. Has the ability to organize the total athletic program.
4. Previous coaching and administrative experience.
5. Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.

**REPORTS TO:** The Superintendent/High School/and Middle School Principals.

**SUPERVISES:** The athletic and intramural programs and in consultation with the Principal and Superintendent.

**JOB GOALS:** To provide each enrolled student of secondary school age an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of

fair play. To provide leadership for a district-wide athletic program, strive for maximum participation, and maintain respectability in competition.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and administers the overall program of extracurricular athletics, both intramural and interscholastic, for the district.
2. Provides leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events.
5. Hires officials, team physicians, and security as required, and assumes general responsibility for the proper supervision of home games.
6. Arranges transportation for athletic contest participants.
7. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
8. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport.
9. To prepare and submit for approval a budget for district athletics and assume the responsibility for operating within the approved budgets.
10. Request and purchase through approved purchasing procedures of all athletic equipment and supplies.
11. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds.
12. Arranges all details of visiting teams' needs, including gymnasium services and field assistance as appropriate.
13. Makes arrangements for non-school use of playing fields and facilities in conjunction with the school principal.
14. Arranges field and gym practice schedules.
15. Provides for the physical examination of all athletes prior to the beginning of each season.
16. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
17. Keeps records of the results of all junior and senior high school athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
18. Directs an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
19. Plans and supervises an annual recognition program for school athletes.
20. Holds meetings with coaches whenever necessary; to keep them informed of all matters pertaining to the athletic program
21. Maintains discipline, addresses grievances, and works to increase morale and cooperation.
22. Represents the District in all athletic business at Conference and State meetings.
23. Enforce and interpret all athletic regulations as specified by the Arkansas Activity Association, the District, and the Conference in which membership is maintained.
24. Assists the administration in preparation of the pass list and to administer the issuance of complimentary passes for the school district.

25. Acts as Tournament Manager for all Conference and State activities that are assigned to the school district.
26. Attends all home athletic events; to be responsible for overall supervision; to obtain adequate personnel to ensure smooth operation on all fronts.
27. Assists the school in obtaining from visiting teams the information to be included in the individual game programs.
28. Supervises arrangements in the press box for the official personnel having duties there during football games, baseball games, and track meets.
29. Releases to the press and radio publicity on coming events in athletic and on all special activities in which the high school participates.
30. Responsible for the quality, effectiveness, and validity of any oral or written release to local media.
31. Responsible for maintaining good public relations with news media, Booster Clubs, parents, officials, volunteers, and fans.
32. Participates in meetings of support groups when asked to attend.
33. Keep on file a current copy of bylaws and/or regulations for all clubs and organizations.
34. To prepare an extracurricular activities report for presentation to the Superintendent of Schools prior to June 1.
35. To conduct in-service training for all coaches, to include:
  - a. District philosophy of athletics.
  - b. District goals and objectives
  - c. Individual school objectives and the conduct of practice sessions and competitive events.
  - d. Student conduct and rules
  - e. Individual and group duties, to include scouting and responsibilities at a home contest.
36. To coordinate and supervise the maintenance of all athletic equipment and supplies and the maintenance of current inventory.
37. To assume responsibility for student eligibility and forward required report to other schools and the Arkansas Activities Association office.
38. Forward game reports and other requested information to the Arkansas Activities Association.
39. Perform such duties, within the scope of his/her expertise, as may be assigned by the principal and/or Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and work year will be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 5/9/05*

## ATHLETIC HEAD COACH

The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health. The position includes other unusual aspects such as extended time, risk injury factor, and due process predicaments. It is the express intent of this job description to give

sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

## **QUALIFICATIONS**

1. Valid Arkansas teacher certification.
2. Coaching endorsement.
3. Has at least five years successful coaching experience in assigned sport (Major Sports).
4. The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
5. Current CDL License

**REPORTS TO:** The Athletic Director and High School Principal.

**SUPERVISES:** In several instances the Head Coach must advise, coordinate, and support a staff of High School Assistant Coaches and Middle School Coaches in conjunction with the Athletic Director and respective Principal.

**JOB GOALS:** To instruct athletes in the fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

1. Urge the student body to be polite, courteous, and fair to the opposing team
2. Display good sportsmanship.
3. Maintain poise and self-control.
4. Teach the team to play fair and intense; however, do not sacrifice your values for a win.
5. Be a good host to the visiting team and officials. Meet them and show them to the dressing room.
6. Be demanding, firm, and fair.

## **PERFORMANCE RESPONSIBILITIES:**

1. Has a thorough knowledge of all the Athletic Policies approved by the South Conway County Board of Education and is responsible for its immediate implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state (AAA and Arkansas Department of Education), and conference regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels.
4. Promptly sends game reports to AAA.
5. Establishes and communicates the fundamental philosophy, skills, and techniques to be taught by the staff.
6. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, address grievances, and works to increase morale and cooperation.
8. Perform such other duties which may be assigned by the Athletic Director/Principal.
9. Cooperates with Athletic Director and administrative staff in promoting the total athletic program.
10. Is punctual and attends all staff meetings.
11. Works cooperatively with all coaching staffs.
12. Assists in all home athletic events as needed.

13. Keeps informed of trends, techniques, and strategies in his or her field.
14. Demonstrates knowledge of fundamentals of his/her assigned sport.
15. Implements plan for conditioning athletes.
16. Prepares for scheduled events and practices.
17. Assists the Athletic Director in scheduling, providing transportation, and requirements for tournament, and special sport events.
18. Gives notification of postponements or cancellations in a timely manner.
19. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
20. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility (keeps these documents on file).
21. Provides proper safeguards for maintenance and protection of assigned equipment sites.
22. Advises the Athletic Director and recommends policy, method, or procedural changes.
23. Submits accurate eligibility lists to appropriate places (AAA office, opposing schools, AD).
24. Hires officials and calls them prior to game.
25. Maintains communication with supervisors, staff, and students.
26. Informs staff and students of practice and game schedule.
27. Informs the Athletic Director of problems before, during, or after sporting events.
28. Demonstrates the ability to motivate athletes and instill confidence to play to their highest potential.
29. Creates a learning environment during practice and play.
30. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
31. Gives constant attention to a student athlete's grades and conduct.
32. By his/her presence at all practices, games, and while traveling, provides assistance, guidance and safeguards for each participant.
33. Initiates programs and policies concerning injuries, medical attention, and emergencies. Follows a plan of action in the event of injury.
34. Completes paperwork on all disabling athletic injuries on proper forms and submits to athletic office within 72 hours.
35. Directs student managers, assistants, and statistician.
36. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
37. Communicates rules to his/her players.
38. Assists athletes in their college or advanced educational selection.
39. Encourages athletes to participate in other sports.
40. Supervises locker rooms, buses, etc. before and after games and practices.
41. Submits inventory in a timely manner.
42. Participates in the budgeting function with the Athletic Director by establishing requirements for the next season.
43. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory and current records concerning same.
44. Properly marks and identifies all equipment before issuing or storing.
45. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue, or requisition equipment.
46. Permits the athletes to only be in authorized areas of the building at the appropriate times.



47. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
48. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.
49. Instills in each player a respect for equipment and school property, its care and proper use.
50. The Head Basketball Coach is responsible for the condition and maintenance of the gym floor.
51. The Head Football Coach is responsible for the condition and maintenance of the field house and the football practice and playing fields.
52. The Head Baseball Coach is responsible for the condition and maintenance of the baseball field.
53. The Head Softball Coach is responsible for the condition and maintenance of the softball field.
54. Notify appropriate officials of needed repairs.
55. Organizes parents, coaches, players, and guests for pre-season meeting.
56. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, Little League programs, or in any other feasible manner.
57. Responsible for the quality, effectiveness, and validity of any oral or written release to local media.
58. Responsible for maintaining good public relations with news media, Booster Club, parents, officials, volunteers, and fans.
59. Presents information to news media concerning schedules, tournaments, and results.
60. Participates in meetings of support groups when asked to attend.

**TERMS OF EMPLOYMENT:** Contract Length varies by position. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 5/9/05*

## ATHLETIC HEAD COACH ASSISTANT

### QUALIFICATIONS

1. Valid Arkansas teacher certification.
2. Coaching Endorsement
3. Certification in subject area excluding Health/ Physical education
4. Is employed as a teacher or substitute teacher in the South Conway County School District.
5. Previous coaching experience in assigned sport is desirable.
6. Current CDL License

**REPORTS TO:** The Head Coach, in conjunction with the Athletic Director and Respective Principal

**SUPERVISES:** To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

**JOB GOALS:**

1. Urge the student body to be polite, courteous, and fair to the opposing team
2. Display good sportsmanship.
3. Maintain poise and self-control.
4. Teach the team to play fair and intense; however, do not sacrifice your values for a win.
5. Be a good host to the visiting team and officials. Meet them and show them to the dressing room.
6. Be demanding, firm, and fair.

**PERFORMANCE RESPONSIBILITIES:**

1. Has a thorough knowledge of all the Athletic Policies approved by the South Conway County Board of Education and is responsible for its implementation.
2. Has knowledge of existing system, state (AAA and Arkansas Department of Education), and league regulations, implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels.
4. Is aware of and attends all required public/staff/departamental.
5. Maintains discipline and works to increase morale and cooperation within the school sports program.
6. Assists the Head Coach in scheduling, providing transportation to tournaments, and special sport events.
7. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
8. Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
9. Provides proper safeguards for maintenance and protection of assigned equipment sites.
10. Provides training rules and other regulations of the sport to each athlete who is considered a participant.
11. By his presence at all practices, games, and while traveling, provides assistance and guidance to and safeguards for each participant.
12. Directs student managers and statisticians on respective teams.
13. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or becomes ineligible.
14. Is accountable to the Head Coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment and submits to the Head Coach an annual inventory and current records concerning same.
15. Recommends to the Head Coach budgetary items for next year in his area of the program.
16. Monitors equipment rooms and coaches' offices and authorizes who may enter.
17. Permits the athletes to only be in authorized areas of the building at the appropriate times.
18. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
19. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.

20. Instills in each player a respect for equipment and school property, its care and proper use.
21. Assists the Head Coach in carrying out his responsibilities.
22. Makes press releases and school announcements.
23. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
24. Maintains a record of team statistics for both Head Coach and Athletic Director.
25. Works within the basic framework and philosophy of the Head Coach of that sport.
26. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
27. Arrives early enough before practice, contests, and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
28. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
29. Never criticizes, admonishes, or argues with Head Coach or any staff member within ears or eyes of players or parents.
30. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
31. Attends most of the contests, when possible, of other teams in the program.
32. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

**TERMS OF EMPLOYMENT:** Contract Length varies by position. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 5/9/05*

## ATHLETIC MAJORETTE SPONSOR

**QUALIFICATIONS:**

**REPORTS TO:**

**JOB GOALS:** Act as a team leader, nurturing student's needs and model sportsmanship-like behavior at all times while encouraging academic excellence in the cheerleading program.

**PERFORMANCE RESPONSIBILITIES:**

1. Work with 8th grade majorette line.
2. Work with the High School Marching Band Majorette Line.
3. Arrange summer camp for both lines.
4. Arrange time for after school practice.
5. Arrange for uniforms for both lines.
6. Participate in local parades.
7. Arrange two week practice for students interested in trying out for majorettes in the spring.
8. Assist with Auxiliary tryouts in the spring.
9. Attend High School Football games.

10. Attend 8th grade games.

**TERMS OF EMPLOYMENT:** Contracted August thru May. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 5/9/05*

## **ATHLETIC VOLUNTEER COACH**

To carry out the aims and objectives of the sport program as outlined by the Head Coach or Athletic Director. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

### **QUALIFICATIONS**

1. Valid certification as prescribed by the Arkansas Activities Association.
2. Previous coaching and/or playing experience in assigned sport are desirable.
3. Has knowledge and background in the assigned sport.
4. Has a thorough knowledge of all the Athletic Policy approved by the South Conway County Board of Education and is responsible for its implementation.
5. Has knowledge of the existing system, state, and league regulations; implements same consistently.
6. Understands the proper administrative line of command

**REPORTS TO:** Athletic Director

### **DUTIES AND RESPONSIBILITIES**

1. Will report to the Head Coach, Athletic Director or Superintendent of Schools depending on the position assigned. The Superintendent of Schools reserves the ability to cease to utilize the services of any volunteer coach.
2. Will supervise the Athletes and team assigned to him and assumes supervising control over all athletes in program when such control is needed.
3. Will refer all student and parent requests or grievances through proper channels.
4. Is aware of all public/staff/departmental meetings that require attendance.
5. Maintains discipline and works to increase morale and cooperation within the school sports program.
6. Assist the Head Coach or Athletic Director in scheduling, providing transportation to tournaments and special sport events.
7. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates' program with maintenance and school employees.
8. Provides documentation to the Athletic Director to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
9. Provides proper safeguards for maintenance and protection of assigned equipment sites.
10. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
11. By his presence at all practices, games, and while traveling, provides assistance and guidance to and safeguards for each participant.

12. Direct student managers and statisticians on respective teams.
13. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contact parents when a student is dropped or becomes ineligible.
14. Is accountable to the Head Coach or Athletic Director for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment and submits to the Head Coach annual inventory and current records concerning the same.
15. Recommends to the Head Coach or Athletic Director budgetary items for next year in his area of the program.
16. Monitors equipment rooms and coaches' offices and will authorize those who may enter.
17. Permits the athletes to only be in authorized areas of the building at the appropriate times.
18. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for the cleanliness and maintenance of specific sport equipment.
19. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty
20. Instills in each player a respect for equipment and school property, its care, and proper use.
21. Assist the Head Coach or Athletic Director in carrying out his responsibilities.
22. Makes press releases and school announcements.
23. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach or Athletic Director.
24. Maintains a record of team statistics for both Head Coach and Athletic Director.
25. Works within the basic framework and philosophy of the Head Coach of that sport.
26. Attend all staff meetings and carries out scouting assignments as outlined by the Head Coach or Athletic Director.
27. Arrives early enough before practice, contests, and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
28. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
29. Never criticizes, admonishes or argues with any staff member within ears or eyes of players or parents.
30. Strives to improve skills by attending clinics and using resources made available by the Head Coach or Athletic Director.
31. Attends contests, when possible, or other teams in the program.
32. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach or Athletic Director

**TERMS OF EMPLOYMENT:** As per the coaching season. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 6/9/97*

## **BAND CONCERT 9 - 10**

### **QUALIFICATIONS: REPORTS TO:**

### **PERFORMANCE RESPONSIBILITIES:**

1. Direct the 9th and 10th Grade Concert Band.
2. Arrange before and after school rehearsals.
3. Attend ABA summer band director's conference.
4. Supervise and teach at local band camps (1 to 3 weeks).
5. Select music for concerts.
6. Be available to play for any civic or community activity(s).
7. Perform a Christmas Concert.
8. Participate in All-Region Jazz Tryouts.
9. Participate in All-Region Jazz band clinic.
10. Participate in All-State Jazz band tryouts.
11. Participate in All-State Jazz band conference.
12. Work with students before and after school to assist them with All-Region music.
13. Participate in Jr. High All-Region.
14. Judge at Jr. High All-Region competition.
15. Participate in Jr. High All-Region Clinic.
16. Participate in Sr. High All-Region.
17. Judge at Sr. High All-Region competition.
18. Participate in Sr. High All-Region Clinic.
19. Participate in All-State Tryouts.
20. Participate in All-State band Conference.
21. Prepare music for Concert Contest.
22. Perform Pre-Contest Concert for the community.
23. Attend Region Concert Contest.
24. Prepare students for Solo/Ensemble Competition.
25. Take students to selected location for Solo/Ensemble competition.
26. Prepare and perform music at Spring Concert.
27. Teach beginning band classes at Middle School.
28. Perform with the Jazz band at 5th grade recruiting concert.
29. Distribute meal money from band boosters to band on out of town trips.
30. Coordinate publicity for band events with music coordinator.
31. Prepare bus lists and itinerary for band trips.
32. Participate in band fundraiser(s).
33. Inform music coordinator of needs of the 9th and 10th grade concert band.
34. Register band with ASBOA in order to participate in AAA sanctioned events.
35. Attend Region meeting.
36. Arrange for band awards.
37. Prepare the beginning band to perform at the Spring concert.
38. Select materials to fill curriculum requirements for beginning band.
39. Perform concert with the beginning band for the student body at the end of the year.

**TERMS OF EMPLOYMENT:** November thru May. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 4/12/04*

## **BAND CONCERT 11 -12**

**QUALIFICATIONS:  
REPORTS TO:**

**PERFORMANCE RESPONSIBILITIES:**

1. Direct the 11th and 12th Grade Concert Band.
2. Arrange before and after school band rehearsals/sectionals.
3. Participate in All-Region Jazz band clinic.
4. Participate in All-State Jazz band tryouts.
5. Participate in Sr. High All-Region.
6. Judge at Sr. High All-Region competition.
7. Participate in All-Region clinic.
8. Take students who qualify for All-State Tryouts to selected location.
9. Take students who qualify for All-State Jazz band to All-State Conference.
10. Take students who make All-State Band to All-State Conference.
11. Prepare music for Concert Contest.
12. Perform Pre-Contest Concert for the community.
13. Attend Region Concert Contest.
14. Prepare students for Solo/Ensemble Competition.
15. Take students to selected location for Solo/Ensemble competition.
16. Prepare and perform music at Spring Concert.
17. Perform at Graduation, if requested.
18. Assist seniors in setting up and preparing for college auditions.
19. Coordinate publicity for band events with music coordinator.
20. Be available to play for any civic or community activity(s).
21. Prepare bus lists and itinerary for band trips.
22. Coordinate band trip every 3(4) years.
23. Participate in band fundraiser(s).
24. Inform music coordinator of needs of the 11th and 12th Grade band.
25. Attend Region meeting.
26. Register band with ASBOA in order to participate in AAA sanctioned events.
27. Prepare, organize, and award Band Awards.
28. Perform a Christmas Concert.
29. Play at home conference High School basketball games second semester.
30. Make housing arrangements for weekend trips.
31. Work with students before and after school to assist them with All-Region music.
32. Teach beginning band classes at Middle School.
33. Prepare the beginning band to perform at the Spring Concert.
34. Select materials to fill curriculum requirements for beginning band.
35. Perform concert with the beginning band for the student body at the end of the year.

**TERMS OF EMPLOYMENT:** November thru May. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 4/12/04*

## **BAND CONCERT ASSISTANT 9 - 10**

**QUALIFICATIONS:**

**REPORTS TO:**

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with directing the 9th and 10th Grade Concert Band.
2. Assist with arranging before and after school rehearsals.
3. Assist with selecting music for the concerts.
4. Assist with playing for any civic or community activity(s).
5. Assist with performance at the Christmas Concert.
6. Assist with working with students before and after school to assist them with All-Region music.
7. Assist with preparing music for Concert Contest .
8. Assist with the performance of the Pre-Contest Concert for the community.
9. Assist with attending Region Concert Contest.
10. Assist with preparing the students for Solo/Ensemble Competition.
11. Assist with taking students to selected location for Solo/Ensemble competition.
12. Assist with preparing and performing the music at the Spring Concert.
13. Assist with distributing meal money from band boosters to band on out of town trips.
14. Assist with coordinating publicity with the music coordinator.
15. Assist with preparing bus lists and itinerary for band trips.
16. Assist with the participation in band fundraiser(s).
17. Assist with informing the music coordinator of needs of the 9th and 10th grade concert band.
18. Assist with arranging for the band awards.

**TERMS OF EMPLOYMENT:** November thru May. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 4/12/04*

## **BAND CONCERT ASSISTANT 11 - 12**

**QUALIFICATIONS:**

**REPORTS TO:**

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with arranging before and after school band rehearsals/sectionals.
2. Assist with taking the students who qualify for All-State Tryouts to selected location.
3. Assist with taking the students who qualify for All-State Jazz band to All-State Conference.



4. Assist with taking the students who make All-State Band to All-State Conference.
5. Assist with preparing music for Concert Contest.
6. Assist with the performance of the Pre-Contest Concert for the community.
7. Assist with attending the Region Concert Contest.
8. Assist with preparing the students for Solo/Ensemble Competition.
9. Assist with taking the students to selected location for Solo/Ensemble competition.
10. Assist with preparing and performing music at Spring Concert.
11. Assist with performance at Graduation, if requested.
12. Assist with aiding the seniors in setting up and preparing for college auditions.
13. Assist with preparing the bus lists and itinerary for band trips.
14. Assist with coordinating the band trip every 3(4) years.
15. Assist with band fundraiser(s).
16. Assist with registering the band with ASBOA in order to participate in AAA sanctioned events.
17. Assist with the selection of Band Awards.
18. Assist with the performance at the Christmas Concert.
19. Assist with playing at home conference High School basketball games second semester.
20. Assist with housing arrangements for weekend trips.
21. Assist with working with students before and after school to assist them with All-Region music.

**TERMS OF EMPLOYMENT:** November thru May. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## BAND DIRECTOR JAZZ 9 - 12

**QUALIFICATIONS:**  
**REPORTS TO:**

**PERFORMANCE RESPONSIBILITIES:**

1. Direct the High School Jazz Band.
2. Make arrangements for rehearsals after school.
3. Select music.
4. Make arrangements for the spaghetti dinner.
5. Perform at Relay for Life.
6. Play at 5th Grade recruiting concert in spring.
7. Coordinate with the Rialto for concert.
8. Coordinate with the music coordinator the needs of the jazz band.

**TERMS OF EMPLOYMENT:** August thru May. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

## **BAND DIRECTOR JAZZ ASSISTANT 9 - 12**

**QUALIFICATIONS:  
REPORTS TO:**

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with the directing of the High School Jazz Band.
2. Assist with making arrangements for rehearsals after school
3. Assist with selecting music.
4. Assist with making arrangements for the spaghetti dinner.
5. Assist with the performance at Relay for Life.
6. Assist with playing at 5th Grade recruiting concert in spring.
7. Assist with coordinating with the Rialto for concert.
8. Assist with coordinating with the music coordinator the needs of the jazz band.

**TERMS OF EMPLOYMENT:** Contracted August to May. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

## **BAND DIRECTOR MARCHING 9-12**

**QUALIFICATIONS:  
REPORTS TO:**

**PERFORMANCE RESPONSIBILITIES:**

1. Attend ABA summer band director's conference.
2. Supervise and teach at local band camps (1 to 3 weeks).
3. Coordinate Drum-line camp.
4. Coordinate Color Guard camp.
5. Coordinate uniform fittings.
6. Coordinate pre-school band rehearsals.
7. Sectionals after school.
8. Select, write, or arrange the music and drill for halftime/contest show.
10. Support the High School football team with appropriate music.
11. Perform at half time of the high school football games.
12. Perform at pep-rallies.
13. Arrange before and after school rehearsals.
14. Create a pep band to perform at 9th grade home football games.
15. Attend the 9th grade home football games.
16. Participate in the local parades.
17. Participate in at least one Marching Contest.
18. Participate in pre-game activities at Homecoming .
19. Coordinate Drum Major, Majorette, and Color Guard auditions in spring.

20. Prepare Patriotic song(s) for the Veterans Day Program.
21. Make arrangements for half time shows with visiting band directors.
22. Distribute meal money from band boosters to band on out of town trips.
23. Arrange for the band students to be dismissed early from school for out of town football games.

**TERMS OF EMPLOYMENT:** Contracted July thru November. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## BAND DIRECTOR MARCHING ASSISTANT 9-12

**QUALIFICATIONS:**

**REPORTS TO:**

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with coordinating the Drum-line camp.
2. Assist with coordinating the Color Guard camp.
3. Assist with coordinating the uniform fittings.
4. Assist with coordinating the pre-school band rehearsals.
5. Assist with sectionals after school.
6. Assist with selecting the music and drill for halftime/contest show.
7. Assist with the performance at half time of the high school football games.
8. Assist with performance at pep-rallies.
9. Assist with arranging before and after school rehearsals.
10. Assist with creating a pep band to perform at 9th grade home football games.
11. Attend the 9th grade home football games.
12. Assist with the participation in the local parades.
13. Assist with participation in at least one Marching Contest.
14. Assist with participation in pre-game activities at Homecoming.
15. Assist with coordinating the Drum Major, Majorette, and Color Guard auditions in spring.
16. Assist with preparing Patriotic song(s) for the Veterans Day Program.
17. Assist with making arrangements for half time shows with visiting band directors.
18. Assist with distributing meal money from band boosters to band on out of town trips.
19. Assist with arranging for the band students to be dismissed from class early for out of town football games.

**TERMS OF EMPLOYMENT:** July thru November. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## **BAND DIRECTOR MIDDLE SCHOOL**

### **QUALIFICATIONS: REPORTS TO:**

### **PERFORMANCE RESPONSIBILITIES:**

1. Attend ABA summer band director's conference.
2. Supervise and teach at local band camps (1 to 3 weeks).
3. Direct the 7th grade band.
4. Perform a concert.
5. Direct the 8th grade Marching Band.
6. Play at halftime of the 8th grade football games.
7. Play at pep-rallies.
8. Direct the 8th grade concert band.
9. Perform a concert.
10. Be available to play for any civic or community activity(s).
11. Perform a Christmas Concert.
12. Work with individual students before and after school to assist them with All-Region music.
13. Participate in Jr. High All-Region.
14. Judge at Jr. High All-Region competition.
15. Participate in Jr. High All-Region Clinic.
16. Participate in All-Region Jazz band tryouts.
17. Participate in All-Region Jazz band clinic.
18. Participate in All-State Jazz band tryouts.
19. Participate in All-State Jazz band clinic.
20. Participate in Sr. High All-Region.
21. Judge at Sr. High All-Region competition.
22. Participate in Sr. High All-Region clinic.
23. Take students who qualify for All-State Band Tryouts to selected location.
24. Judge at Sr. High All-State competition.
25. Take students who qualify for All-State Jazz band to All-State Conference.
26. Take students who make All-State Band to All-State Conference.
27. Prepare music for Concert Contest.
28. Perform Pre-Contest Concert for the community.
29. Attend Region Concert Contest (if the band is ready).
30. Prepare students for Solo/Ensemble Competition.
31. Take students to selected location for Solo/Ensemble competition.
32. Prepare and perform music at Spring Concert.
33. Teach beginning band classes at Middle School.
34. Prepare the beginning band to perform at the Spring Concert.
35. Select materials to fill curriculum requirements for beginning band.
36. Perform concert with the beginning band for the student body at the end of the year.
37. Distribute meal money from band boosters to band on out of town trips.
38. Coordinate publicity for band events with music coordinator.
39. Prepare bus lists and itinerary for band trips.
40. Participate in band fundraiser(s).
41. Inform music coordinator of needs of the Middle School Band Program.
42. Register band with ASBOA in order to participate in AAA sanctioned events.

43. Attend Region meeting.
44. Coordinate 5th grade recruiting concert, test, and activities.
45. Coordinate concerts for Middle School.

**TERMS OF EMPLOYMENT:** Contracted 210 Days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## **BAND DIRECTOR MIDDLE SCHOOL ASSISTANT**

### **QUALIFICATIONS:**

### **REPORTS TO:**

### **PERFORMANCE RESPONSIBILITIES:**

1. Assist with directing the 7th grade band.
2. Assist with the performance of a concert.
3. Assist with directing the 8th grade Marching Band.
4. Assist with playing at halftime of the 8th grade football games.
5. Assist with playing at pep-rallies.
6. Assist with directing the 8th grade concert band.
7. Assist with the performance of a concert.
8. Assist with playing for civic or community activity(s).
9. Assist with the performance of a Christmas Concert.
10. Assist with working with students before and after school to assist them with All-Region music.
11. Assist with taking students who qualify for All-State Band Tryouts to selected location.
12. Assist with taking students who qualify for All-State Jazz band to All-State Conference.
13. Assist with taking students who make All-State Band to All-State Conference.
14. Assist with preparing music for Concert Contest.
15. Assist with the performance of the Pre-Contest Concert for the community.
16. Assist with attending Region Concert Contest (if the band is ready).
17. Assist with preparing students for Solo/Ensemble Competition.
18. Assist with taking students to selected location for Solo/Ensemble competition.
19. Assist with preparing and performing music at the Spring Concert.
20. Assist with distributing meal money from band boosters to band on out of town trips.
21. Assist with coordinating publicity for band events with music coordinator.
22. Assist with preparing the bus lists and itinerary for band trips.
23. Assist with participation in band fundraiser(s).
24. Assist with informing the music coordinator of needs of the Middle School Band Program.
25. Assist with coordinating 5th grade recruiting concert, test, and activities.
26. Assist with coordinating the concerts for Middle School.

**TERMS OF EMPLOYMENT:** Contracted 210 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 4/12/04*

## **BAND MUSIC COORDINATOR**

### **QUALIFICATIONS:**

1. The music coordinator shall have a Master's Degree in music education.
2. The ability to work with the community, parents and school personnel
3. The ability to develop programs in areas of music

**REPORTS TO:** Director of Operations

**SUPERVISES:** Band directors, music teachers, and choral music teachers.

**JOB GOALS:** Work with all administrative personnel and with the respective music teachers to improve the total school music program.

### **PERFORMANCE RESPONSIBILITIES:**

1. Make recommendations as to changes and improvements in the music programs.
2. Make recommendations with the principals in selection and change of personnel within the music department.
3. Prepare and submit for approval a budget for music department activities and assume the responsibility for operating within the frameworks of approved budget.
4. Coordinate publicity for all music departments on the secondary level.
5. Arrange for transportation for all music groups.
6. Supervise the maintenance of all music department equipment and keep the inventory by school and building.
7. Coordinate and recommend duties and responsibilities of each music teacher.
8. Represent the South Conway County Public Schools at local, state, regional and national professional meetings when possible and necessary.
9. Process all spending for band and choir, grades 6-12, music appreciation grades 7-12 and elementary K-5.
10. Arrange for all printed programs for public concerts as well as necessary set-ups.
11. Cooperate with city officials for local parades and related activities.
12. Cooperate with nearby institutes of higher learning as an opportunity for advancement and improvement in our public school program.
13. Be actively involved in professional music organizations.
14. Coordinate the music department calendar with respective schools, interested churches, and the Chamber of Commerce.
15. Enlist the cooperation of administration, teachers, parents, and students in the advancement of the music program.
16. Direct the evaluation of all music activities, the instruction used, and pupil growth.
17. Plan, direct, coordinate and execute the recruiting program for the band.
18. Plan at least three concerts with the instrumental programs 8-12.
19. Assume responsibility for advising the Band Booster Club as to the needs of the program and coordinate all club activities with elected officers so as to serve the needs of the students in band.

20. Work with the high school principal and /or athletic director on eligibility of participants, pre-game and half-time performances and the high school assembly programs, including the graduation ceremony.
21. Perform all other duties assigned by principals, the Superintendent of Schools and the South Conway County School Board.

**TERMS OF EMPLOYMENT:** Contracted 220 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## LICENSED INSTRUCTIONAL STAFF

Each teacher shall be under the general direction of the Superintendent of Schools and be immediately responsible to the principal of his/her school.

### QUALIFICATIONS:

1. Hold a degree from an accredited college.
2. Hold a valid Arkansas Teacher's Certificate or an Additional Licensure Plan (ALP) and be making progress to satisfy the requirements of that ALP as stipulated by State Law.
3. Must fulfill the professional development requirements set forth by state law during his term of employment.

**REPORTS TO:** Building Principal

### DUTIES AND RESPONSIBILITIES:

1. To direct and evaluate the learning experiences of the pupil in both curricular and extra-curricular activities.
2. To provide opportunities that will promote success for each student
3. To seek professional aid of school principals.
4. To maintain communication with parents.
5. To manage his/her classroom
6. To provide for the care and protection of school property.
7. To participate in faculty meetings.
8. To cooperate with and participate in the planning and evaluation of the school curriculum.
9. To maintain professional relationships with colleagues.
10. To perform his/her scheduled duty.
11. To maintain good records: Grade book, Daily Preparation, Inventory and reports to the Parents
12. Perform such duties, within the scope of his/her expertise, as may be assigned by the principal and/or Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 1/12/04*

## LICENSED INSTRUCTIONAL STAFF ABC

### QUALIFICATIONS:

1. Hold a degree from an accredited college.
2. Hold a valid Arkansas Teacher's License or an Additional Licensure Plan (ALP) and be making progress to satisfy the requirements of that ALP as stipulated by State Law. The lead teacher shall hold a Bachelor's or Master's degree in early childhood education, elementary education, special education or in Family and Consumer Science with an emphasis in child development and hold a P-4 teacher license.
3. Must fulfill the professional development requirements set forth by Arkansas Department of Education rules governing the Arkansas Better Chance Program during his/her term of employment.

**REPORTS TO:** Director of Curriculum, Instruction, and Assessment

### PERFORMANCE RESPONSIBILITIES:

1. To direct and evaluate the learning experiences of the pupil in both curricular and extra-curricular activities.
2. To provide opportunities that will promote success for each student.
3. To seek professional aid of school principals.
4. To maintain communication with parents.
5. To manage his/her classroom.
6. To provide for the care and protection of school property.
7. To participate in kindergarten faculty meetings.
8. To cooperate with and participate in the planning and evaluation of the ABC curriculum.
9. To maintain professional relationships with colleagues.
10. To perform his/her scheduled duty.
11. To maintain good records: Grade book, Daily Preparations, Inventory and reports to the parents as mandated by the ABC rules and regulations.
12. Perform such duties, within the scope of his/her expertise, as may be assigned by the principal and/or Superintendent of Schools.
13. Participate in professional development, which comply with ABC rules.
14. Follow child care licensing regulations.

**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 9/13/05*

## INSTRUCTIONAL FACILITATOR

### QUALIFICATIONS:

September 4, 2013

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SCCSD



1. Holds a valid Arkansas teaching license/Highly Qualified Teacher
2. Has a minimum of 4 years classroom teaching experience
3. multi-sensory Orton-Gillingham reading training and/or certification (or other multi-sensory reading program such as Barton Reading & Spelling System and/or Connections-Apple Group) preferred

**REPORTS TO:** Building Principal

**JOB GOALS:** The Instructional Facilitator is responsible for providing leadership in the ongoing development and improvement of curriculum and instruction, under the direction of the school principal. He/she accepts and carries out any and all responsibilities delegated by the school principal.

**ORGANIZATIONAL RELATIONSHIPS:**

The Instructional Facilitator will be evaluated by the school principal using local district policies and Arkansas Department of Education guidelines. The Instructional Facilitator will work cooperatively with the principal to facilitate collegiality and unified district initiatives to accomplish the mission, vision, and purpose of the SCCSD. The Instructional Facilitator's primary responsibility will be to help support curriculum and instruction, under the direction of the school principal

**DUTIES AND RESPONSIBILITIES:**

1. Fulfills all assignments given by the school principal.
2. Demonstrates relentless commitment to safety, learning, and academic achievement of all students, with strong emphasis on curriculum and instruction (What We Teach, How We Teach, Authentic Literacy, and Problem-Solving).
3. Fosters collegiality and team building among staff members regarding implementation of building and district initiatives.
4. Effectively provides feedback to teachers and models effective research-based instruction and pedagogy.
5. Provides continuing education opportunities and support to teachers through ongoing job-embedded professional development.
6. Participates fully in professional development designed for instructional specialists, including peer observations, professional research and reading, inquiry sessions, and applicable District-wide events.
7. Assists with the ongoing evaluation, revision, and development of Understanding by Design (UbD) curriculum documents, common formative assessments, and interim assessments through collaboration with Professional Learning Teams (PLT's). Shares curriculum and instructional methods in vertical team meetings and among other building instructional leaders in order to support a District-wide system approach.
8. Ensures that key Arkansas content standards are addressed and assessed through continuous conversations, collaboration, and observation of teaching and learning within the school in a non-evaluative role.
9. Collaborates with colleagues to develop aligned student learning activities and incorporate research-based interventions.
10. Provides support and integrates technology in order to enhance classroom learning activities.
11. Communicates and promotes high expectations for high-level performance from staff and students by developing a culture of accountability and commitment.

12. Interprets data from a variety of sources (e.g. formative, summative, demographic, etc.) for the purpose of evaluating and improving school instructional programs and interventions. Facilitates analysis and discussions regarding student data, including interactive use of data walls. Presents assessment results and teacher collaborative concerns to administrators. Partners with administrators and colleagues to determine research-based interventions and plans of action based upon analysis of data.
13. Provides interventions to struggling learners and/or oversees research-based interventions as requested by the building principal.
14. Leads in RTI (Response to Intervention) development, progress monitoring, and provides professional guidance to colleagues throughout the RTI process.
15. Assists the building principal in preparing reports and written communications.
16. Demonstrates knowledge of multi-sensory Orton-Gillingham reading instruction (or other multi-sensory reading program such as Barton Reading & Spelling System and/or Connections--Apple Group), and research-based reading interventions for the purpose of overseeing small group and/or individual reading intervention and continuing education with staff.
17. Oversees all dyslexia therapy within the building to ensure that programs are implemented and followed with fidelity and that identified struggling learners demonstrating dyslexia tendencies are provided equitable access to interventions.
18. Leads PLT meetings throughout the school year and during the summer, upon request of the principal.
19. Other duties as assigned

#### **LANGUAGE SKILLS:**

Able to read, analyze, and interpret general educational periodicals or professional journals. Able to write reports or correspondence. Able to effectively communicate information and respond to questions from groups of teachers, students, administrators, parents, and the general public.

#### **MATHEMATICAL SKILLS:**

Able to calculate figures and amounts such as general operations and percentages. Able to interpret graphs and test scores, including basic statistics from student assessments.

#### **REASONING SKILLS:**

Able to solve practical problems and deal with a variety of concrete variables. Able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER SKILLS:**

Able to apply knowledge of current research and theory to instructional programs; able to establish and maintain effective relationships with students, parents, staff, and community; skilled in oral and written communication.

#### **PHYSICAL DEMANDS:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Communication and interaction with students, staff, and learning community are expected.

3. The employee must occasionally lift and/or move up to 50 pounds such as books and teaching material. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The ability to travel within the district, and in and out of state (occasionally) is required. The position requires the individual to sometimes work irregular or extended work hours in order to meet multiple demands of the position.

**WORK ENVIRONMENT:**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in the work environment is usually moderate.
3. The information contained in this job description is for compliance with the Americans with Disabilities (A.D.A) and is not an exhaustive list of the duties performed for this position.

**TERMS OF EMPLOYMENT:** Contracted 195 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04, 8/11/17*

## COUNSELOR

The main objective of the guidance counselor is to help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans.

**QUALIFICATIONS** The guidance counselor shall hold, or be qualified to hold, at the time of application a guidance counselor certificate issued by the State Department of Education.

**REPORTS TO:**

**DUTIES AND RESPONSIBILITIES**

1. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
2. Remain readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding-and maturity.
3. Take an active role in interpreting the school's objectives to students, parents, and the community at large.
4. Work with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
5. Supervise the preparation and processing of various applications dealing with education and/or employment.
6. Initiate, assemble, maintain and interpret accurate cumulative progress records, activity records, and uniform transcript for assigned students.

7. Assist, if designated by the principal, with class assignment.
8. Act as the designee, if designated by the principal, for special programs such as Special Education, Gifted and Talented, etc.
9. Perform such duties, within the scope of his/her expertise, as may be assigned by the principal and/or Superintendent of Schools.
10. To provide opportunities that will promote success for each student.
11. To seek professional aid of school principals.
12. To provide for the care and protection of school property.
13. To participate in faculty meetings.
14. To cooperate with and participate in the planning and evaluation of the school curriculum.
15. To maintain professional relationships with colleagues.
16. To perform his/her scheduled duty.

**TERMS OF EMPLOYMENT:** Contracted 190 days, or as established by the Superintendent. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 1/12/04*

## COUNSELOR MHS

**QUALIFICATIONS:** Secondary School Counselor certification

**REPORTS TO:** High School Principal

**SUPERVISES:** High School Registrar

**JOB GOALS:** To meet the needs of their assigned students as much as possible in the areas of academic and career planning and emotional and social well being.

**PERFORMANCE RESPONSIBILITIES:**

1. Meet with each senior individually regarding completion of their four year plan and plans for after graduation.
2. Meet with seniors regarding schedule changes as needed and resolve conflicts.
3. Coordinate College Days.
4. Coordinate Shadow Days.
5. Assist students with all college admission/scholarship applications including recommendations, fee waivers, etc.
6. Assist with concurrent credit enrollment.
7. Attend special education conferences as needed.
8. Acknowledge Honor Roll recipients.
9. Coordinate the COLLAR Program.
10. Record grades on transcripts each semester.
11. Assist with ACT registration and interpretation, fee waivers, etc.
12. Disaggregate ACT test data for teachers.
13. Coordinate ACT workshops.

14. Coordinate selection of DAR Good Citizen, Principal's Leadership Award, the Conway County Extension Service Student Salute Program, and several other senior awards.
15. Serve as AP Coordinator.
16. Administer the AP Exams.
17. Coordinate the presentation of an annual Financial Aid Workshop for seniors and parents.
18. Coordinate CLEP Testing.
19. Assist seniors and parents on a daily basis with financial aid issues such as FAFSA, Arkansas Academic Challenge Scholarships, Arkansas Rehabilitation Services assistance and others.
20. Coordinate the Devil Dog Helping Hands Program (recipient of the 2001 Morrilton Area Chamber of Commerce Excellence in Education Award)
21. Coordinate an annual College/Career Day.
22. Coordinate other college presentations and visits throughout the year.
23. Consult with teachers as needed regarding seniors the needs of students.
24. Assist with Future Fest Program.
25. Coordinate senior program for eighth graders during spring registration.
26. Counsel with seniors regarding failing grades, notify parents as indicated, etc.
27. Coordinate meetings with military recruiters as requested by the students.
28. Coordinate the maintenance of NCAA Clearinghouse forms for the school and registration for the student athletes.
29. Coordinate the Student Pride Program.
30. Do crisis counseling as necessary and/or make appropriate referrals to other agencies for affected students.
31. Distribute and collect local scholarship applications.
32. Work with community members in maintaining local scholarships and developing new ones and coordinate several selection committees.
33. Attend meetings and workshops as needed to keep up with current and relevant information.
34. Conduct special ACT testing.
35. Consult with parents as needed.
36. Coordinate the annual Spring Awards Assembly.
37. Coordinate LifeTracks, Inc. (graduate follow-up study).
38. Coordinate and manage the annual CPEP Program.
39. Conduct an orientation for parents and seniors at the beginning of each year.
40. Coordinate the Kimberly-Clark Partners In Education Grants.
41. Attend 504 Conferences and consult with designee regarding students.
42. Schedule grades 9-12 with the assistance of the registrar (summer).
43. Update, complete and submit Student Services Annual Report.
44. Comply with all state rules and regulations regarding student services and counseling.
45. Other duties as designated by the principal or as they arise.

**TERMS OF EMPLOYMENT:** Contracted 220 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 5/9/05*

## COUNSELOR/ WORKFORCE EDUCATION COORDINATOR

**QUALIFICATIONS:** Secondary school counselor certification

**REPORTS TO:** High School Principal

**SUPERVISES:** None

**JOB GOALS:** To fill the needs of students as much as possible in academic and career planning and emotional and social well being.

### **PERFORMANCE RESPONSIBILITIES:**

1. Meet with and counsel all students with failing grades on a frequent and continuing basis.
2. Meet with and counsel all students that were not proficient on EOC or Benchmark exams.
3. Meet with individually to monitor progress and revise and update their four year plan and career folders.
4. Coordinate Governor's School selection.
5. Coordinate Boys State and Girls State selection.
6. Coordinate Wendy's High School Heisman Award Selection.
7. Serve as consultant for the Alternative Education Program.
8. Coordinate other awards and recognitions not specifically named.
9. Recognize honor roll for students.
10. Assist with student registration for the coming year.
11. Meet with students regarding schedule changes.
12. Record the students grades on transcripts.
13. Coordinate and schedule juniors for Future Fest.
14. Coordinate the MASH Program application process
15. Administer PSAT, Literacy tests, and other eleventh grade testing.
16. Consult with parents of students as needed.
17. Do crisis counseling as needed and/or make appropriate referrals to other agencies for affected students.
18. Attend 504 conferences as needed and consult with designee
19. Attend special education conferences as needed.
20. Coordinate the Arkansas Scholars Program.
21. Coordinate the Vocational Student of the Week Program.
22. Coordinate the Prom Promise Program
23. Coordinate the Veteran's Day Program
24. Coordinate the ASVAB administration and subsequent classroom score interpretations.
25. Coordinate the Vocational testing.
26. Coordinate the Career Action Program for the district.
27. Coordinate Workforce Education activities.
28. Supervise all activities involved under the Carl Perkins grant, including fiscal activities.
29. Prepare Carl Perkins proposal and budget.
30. Supervise activities involved under the Carl Perkins grant, including fiscal activities.
31. Oversee purchases for vocational teachers.
32. Secure grant funds for K-12 programs.
33. Monitor and supervise all K-12 Career Development Programs.
34. Work with all staff to assure equity and adequacy of career plans.
35. Work with state initiatives in developing viable initiatives and programs for the district.

36. Attend state mandated workshops and training
37. Consult with teachers as needed regarding junior and 1/3 of freshmen.
38. Assist with AP Exams as needed.
39. Update, complete and submit Student Services Annual Report.
40. Comply with all state rules and regulations regarding student services and counseling.
41. Other duties as assigned by the principal or as they arise.

**TERMS OF EMPLOYMENT:** Contracted 205 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 5/9/05*

## DATA COACH

### **QUALIFICATIONS:**

1. Master's degree, with a concentration in statistics or an emphasis in qualitative methods in the education, psychology or social science disciplines.
2. Strong background in quantitative research methods and a working knowledge of parametric, nonparametric and multivariate methods of statistical analysis.
3. Experience using statistical packages, including but not limited to Microsoft Excel, Access, SPSS and SAS
4. Demonstrated success in data-based, decision-making processes and procedures.
5. Knowledge of statistical theories, methodologies and techniques to solve problems related to data research, review and analysis.
6. Knowledge of schools as a system and the external and internal issues that will affect the system.
7. Ability to analyze factual information, evaluate significant factors and solve complex problems based on statistical data.
8. Ability to plan work assignments, write technical reports and prepare graphic and tabular presentations of the data.
9. Ability to present reports to key stakeholders.
10. Ability to uphold rigid standards of confidentiality, professionalism and ethical conduct.
11. Ability to think globally, with a long range vision.
12. Excellent oral and written communication skills and attention to detail.
13. Ability to work effectively as a team member.

**REPORTS TO:** Director of Curriculum, Instruction, and Assessment

### **PERFORMANCE RESPONSIBILITIES:**

1. Organize data from a variety of sources in the school district.
2. Maintain large computerized databases.
3. Apply statistical techniques and methods in performing project-related activities.
4. Evaluate the statistical limitations of data.
5. Analyze data accurately and specify a range of logically possible explanations
6. Prepare comprehensive reports based on statistical analysis.

7. Work with district administrators to write and present findings, and recommend new methods for data collection, presentation and interpretation based on external and internal factors.
8. Prioritize work assignments with little direct supervision.
9. Maintain excellent rapport with parents, teachers and administrators.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/13/05*

## **GIFTED/TALENTED COORDINATOR**

**QUALIFICATIONS:  
REPORTS TO:**

### **DUTIES AND RESPONSIBILITIES**

1. Plan the overall structure of the district gifted program in consultation with teachers, administrators, and parents.
2. Take care of all administrative paper work inherent in the district program (such as writing proposals for funding, evaluating, data, etc.).
3. Interview and recommend teachers for the program for either integrated classes or special classes.
4. Conduct teacher in-service in gifted education for identification and implementation of programs.
5. Conduct parent meetings for in-service in gifted education and encourage active participation in the district program.
6. Establish case studies on all students who have been screened for gifted identification.
7. Conduct assessments of all students identified as gifted and establish profiles.
8. Chair the selection committee for identification of students for the gifted program.
9. Organize a mentor program as a part of the opportunities available to the gifted in the district.
10. Arrange for field trips that are needed for the gifted program.
11. Contact local colleges, universities, and museums for educational experiences available to gifted students advanced in areas not available with the local school.
12. Provide support and resources for teachers with gifted students in their classrooms.
13. Teach special classes for gifted students.
14. Evaluate the district program and individual school programs to strengthen service to gifted students by obtaining data for teachers, students and parents.
15. Provide a liaison between parents and the school; regular teachers and special teachers; the administration, the school personnel, and community at large. Communicate regularly with the school board.
16. Serve on administrative committees with general education responsibilities to provide advocacy for the gifted learner (textbook selection committee, etc.).
17. Attend workshops and meetings to stay informed about current ideas and practices in gifted education.



**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## **LIBRARY MEDIA SPECIALIST**

Today's schools demand the presence of quality library media programs in order to meet the needs of students in gaining the competencies needed to manage the vast amount of knowledge in our rapidly changing, technologically oriented world. Superior instruction requires the use of multiple instructional resources in the educational process. To satisfy these needs, the quality school library media program is led by a qualified library media specialist. The responsibilities of a media specialist encompass many areas but can be classified as those of administrator, communicator, teacher, facilitator and leader.

### **QUALIFICATIONS**

1. Hold a degree from an accredited college.
2. Hold a valid Arkansas Teacher's Certificate or an Additional Licensure Plan (ALP) and be making progress to satisfy the requirements of that ALP as stipulated by State Law.
3. Must fulfill the professional development requirements set forth by state law during his term of employment.

### **REPORTS TO:**

### **DUTIES AND RESPONSIBILITIES**

1. The library media specialist directs and administers the library media program based on a plan of action that is based on the district's mission statement, goals, and objectives. The media specialist is responsible for evaluating and making recommendations for the improvement of the library media program, developing and administering the budget, and administering district policies and procedures. Additional responsibilities include administering policies regarding materials' selection, the handling of challenged materials and copyright issues.
2. The supervisor must know and be able to explain the district's goals and objectives and educational policies. The media specialist conveys information to teachers, parents, and students. Reports and studies pertaining to library media are provided as needed to the district, the state, or other agencies. Promotion of library media programs is an important function of the media specialist.
3. The media specialist serves as a teacher in developing and coordinating an integrated program of library information skill's instruction and as a resource person to administrators, teachers, and students. The media specialist provides staff development in the use of instructional resources and technology innovations for school personnel.
4. The media specialist coordinates the operation of a library media program that encompasses all aspects of instructional resources. The major goal is to provide access to information through a variety of sources. The media specialist serves as a member of curriculum development teams.
5. The media specialist is alert to new ideas, keeps abreast of innovative teaching methods, and applies research principles to the development and advancement of library media

- programs. He/she assesses needs and develops long-range plans for the library media program and gives direction to the district in implementing the objective of the school library media program.
6. Perform such duties, within the scope of his/her expertise, as may be assigned by the principal and/or Superintendent of Schools.
  7. To provide opportunities that will promote success for each student.
  8. To seek professional aid of school principals.
  9. To provide for the care and protection of school property.
  10. To participate in faculty meetings.
  11. To cooperate with and participate in the planning and evaluation of the school curriculum.
  12. To maintain professional relationships with colleagues.
  13. To perform his/her scheduled duty.

**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 1/12/04*

## **MENTAL HEALTH COUNSELOR SCHOOL-BASED**

### **QUALIFICATIONS:**

1. Hold a master's degree in school counseling from an accredited college or university.
2. Meet the certification requirements for school counselor from the Arkansas Department of Education.

**REPORTS TO:** Director of Student Services and Building Principal

### **PERFORMANCE RESPONSIBILITIES:**

1. Provide individual and small group counseling in a variety of settings.
2. Consult and collaborate with teachers, staff, and parents in understanding and meeting the needs of students in the school setting.
3. Make appropriate referrals of students to outside community agencies and specialists.
4. Participate in activities that contribute to the effective operation of the school.
5. Pursue continuous professional growth to stay abreast of the field.
6. Promote an understanding and appreciation of diverse populations and cultures.
7. Conduct structured goal-oriented counseling sessions/social skills training in systematic response to identified needs of groups of students (example: conflict resolution, peer pressure, etc.)
8. Provide individual/group counseling in response to student request or IEP Team decision.
9. Provide information and skills to parents, school staff, administration and the community to assist them in helping students in academic, career and social development.
10. Take a leadership role in the infusion of counseling content into the curriculum, staff development and parent education programs.
11. Promote the liaison and coordination of school activities and resources and communicate between and among home, school, and community agencies.

12. Assist parents in addressing school related problems and issues. Refer students and their parents, as needed, to appropriate specialist, special programs and/or outside community agencies.
13. Advocate for equal access to programs and services for all students.
14. Deliver the curriculum in a systematic manner using diverse strategies and settings.
15. Facilitate the instructional process in collaboration with school and community resources.
16. Review the school-counseling program annually with other district counselors and administrators. Establish a planning calendar for activities.
17. Articulate the School-Based Mental Health program to students, parents, teachers and staff and community.
18. Develop and maintain skills needed to utilize technology systems and participate in professional development activities.
19. Adhere to the ethical standards of state and national school counselor associations.
20. Adhere to preferred practices prescribed by state and national school counselor associations.
21. Demonstrate knowledge of local policies and state and federal law pertaining to school counseling.
22. Demonstrate personal growth and professional development.

**TERMS OF EMPLOYMENT:** Contracted for 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## PSYCHOLOGY SPECIALIST

### QUALIFICATIONS

1. Master's Degree or higher in School Psychology
2. A valid State of Arkansas teaching certification as School Psychology Specialist.
3. Experience working with children ages 3 – 21
4. Understanding of IDEA and Due Process Procedures.
5. Organizational Skills
6. Communication and Interpersonal Skills

**REPORTS TO:** Director of Director of Student Services

**JOB GOALS:** Evaluates students to determine eligibility for suspected disabilities under IDEA. Makes recommendations to the IEP team and teachers on appropriate modifications and recommendations for individual students. Participates in the development of behavioral support plans to improve academic performance.

### PERFORMANCE RESPONSIBILITIES:

1. Completes records promptly and accurately.
2. Utilizes appropriate procedures in due process.
3. Utilizes and schedules time well.
4. Completes the volume of paperwork required.
5. Utilizes resources in an optimal fashion.

6. Arrives at work and all other school related activities on time and remains until all job responsibilities are completed.
7. Keeps abreast of new or updated technical information including best practice in the field.
8. Attends professional workshops or conferences.
9. Participates in in-service and district training programs.
10. Makes presentations to staff and/or professional conferences.
11. Displays receptiveness to new ideas and change.
12. Utilizes new ideas and information gained from workshops, conferences and in-service training.
13. Demonstrates concern for student related teacher/administrator problems and encourages open discussion of issues.
14. Interprets the school's program to parents and the community.
15. Communicates to parents and students the reason and intent of due process procedures.
16. Establishes and maintains a positive working relationship with other agencies offering services to students.
17. Establishes and maintains a positive working relationship with faculty, staff, parents, and students.
18. Resolves conflict with skill.
19. Accepts constructive criticism and responds to supervision.
20. Exercises emotional stability and good judgment.
21. Utilizes varied and appropriate evaluation instruments.
22. Conducts assessments consistent with referral issues and questioning.
23. Administers evaluations and scores and interprets data according to standard.
24. Writes comprehensive reports.
25. Follows established policies and procedures.
26. Demonstrates knowledge of relevant educational issues.
27. Provides individual and group counseling as a related service to Special Education.
28. Develops clear goals for counseling sessions and appropriately determines when goals have been reached.
29. Provides consultation services as needed or as directed.
30. Completes other duties as assigned.

**TERMS OF EMPLOYMENT:** Contracted for 205 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## READING INSTRUCTOR ELEMENTARY

### **QUALIFICATIONS:**

1. Valid Arkansas teacher certificate – Elementary K - 6
2. Exceptional classroom experience

**REPORTS TO:** Building Principal

**JOB GOALS:**

1. Meet adequate yearly progress (AYP) goals of NCLB
2. Raise student achievement
3. Close the achievement gap amongst NCLB sub-groups.

**PERFORMANCE RESPONSIBILITIES:**

1. Determine bottom twenty-five percent of children in reading using data provided by the Kindergarten CRT, leveled list provided by kindergarten teachers and first grade teachers,
2. Determines children to pull into the reading program using Observation Survey.
3. Establish schedule for literacy groups.
4. Provide reading instruction to nine groups of children, four in each group, totaling thirty-six children.
5. Use a balanced literacy approach to help children reach a proficient or above level in reading compared to the other students in his/her classroom.
6. Provide phonemic awareness through rhymes, poetry, shared reading.
7. Provide knowledge of letter recognition and sounds through phonics activities (letter books, magnetic letters).
8. Provide child with the reading strategies necessary to become a fluent reader through the guided reading process.
9. Provide comprehension strategies through read aloud, guided reading, shared reading and familiar reading.
10. Promote fluency in reading through guided reading and familiar reading.
11. Ongoing evaluation to insure child stays in ZPD by utilizing frequent running records.
12. Determine when the child is fluent enough in classroom to be exited from program with the cooperation of classroom teacher.
13. Provide writing strategies by use of interactive writing.
14. Provide phonics instruction through the use of interactive writing.
15. Provide instruction on the mechanics of writing through interactive writing and write aloud.
16. Provide instruction in structure and punctuation through interactive writing and write aloud.
17. Provide instruction in creative writing through read aloud and write aloud.
18. Provide instruction in creative writing through read aloud and write aloud.
19. Evaluate child's writing to bring them up to proficient or above in the classroom.
20. Demonstrate program progress each nine weeks to building principal.
21. Conference with classroom teachers at nine weeks on student achievement and classroom grades.
22. Use OMC to plan instructional strategies.
23. Evaluate student at the end of their program by use of observation summary, classroom grades, and reading and writing behavior in the classroom.
24. Conference with the literacy coach on students writing abilities.
25. Evaluate and enter new students into the program as students test out.

**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

## **SCHOOL CLUB/ORGANIZATION SPONSOR**

### **QUALIFICATIONS**

1. Licensed school employee
2. Approved by principal

**REPORTS TO:** Principal or Assistant Principal (as determined)

**SUPERVISES:** Club or Organizational members and events

**JOB GOALS:** To provide student with extra curricular activities, events, and experiences that will provide recreation, enrichment, value formation, and opportunities to serve the school and community.

### **PERFORMANCE RESPONSIBILITIES:**

1. Initiates membership drive, announce prerequisites for joining, recruits new members. Organizes and supervises try-outs (where applicable)
2. Provides administration with up-to-date, alphabetical list of members – as well as club officers.
3. Initiates election of club officers, clearly defining their job responsibilities.
4. Provides announcement of meetings to the school secretary, in a timely manner, to be placed on the daily announcement sheet.
5. Holds regularly scheduled club/organization meetings at times designated on the school club calendar.
6. Supervises all activities of the club's plans and activities.
7. Provides regular written reports, after each meeting, keeping the principal or assistant principal informed of the club's plans and activities.
8. Acquires approval from the principal for possible field trips and fundraisers.
9. Plans and coordinates club/organization fundraising activities.
10. Responsible for keeping accurate records involving the receipt and disbursement of all club funds with all monies deposited and

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

## **SCHOOL DEPARTMENT HEAD**

### **QUALIFICATIONS:**

1. Valid Arkansas teacher certificate
2. Certified in departmental area
3. Exceptional classroom experience

**REPORTS TO:** Principal and Director of Learning Services

**JOB GOALS:** To provide leadership, coordination, and innovation in assigned curricular area so that each student may derive maximum benefit from the continuing improvement of curricular content and instruction.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in establishing department curriculum objectives, implementation of the standards, and assessment of the curriculum.
2. Conducts departmental meetings to share information, elicit input, generate ideas, and problem solve departmental issues.
3. Serves as a resource for departmental faculty on curricular issues and programs.
4. Reports agenda discussions and suggestions from departmental faculty on curricular issues and programs.
5. Serves on textbook adoption committees and with the principal, shares the responsibility for the ordering, inventory, and distribution of departmental instructional materials and texts.
6. Collaborates with departmental faculty regarding implementation of curriculum.
7. Consults with the principal on the department's budgetary needs.
8. Makes classroom visitations as requested by departmental faculty.
9. Develops and maintains a departmental library of teaching resources and professional materials.
10. Provides orientation and makes suggestions for professional development for departmental personnel.
11. Attends departmental head meetings to promote interdisciplinary programs and instructional improvement.
12. Assists in identifying and utilizing community resources for the departmental program.
13. Assists with the implementation of ongoing curricular programs regarding alignment, assessment, and revision.
14. Assists the administration in interpreting grading policies, promotion policies, and the district's instructional program to parents and the community.
15. Investigates innovative programs designed to improve teaching and learning and keeps the administration and departmental faculty informed of new trends as they relate to departmental curriculum.
16. Provides leadership in the investigation, planning and implementation of a remediation plan in the content area and areas in which instructional practices could positively influence student performance.
17. Serves on school and district committees as requested.
18. Performs any duties that are within the scope of the department head position as assigned by the Principal, Director of Curriculum, Instruction and Assessment, Director of Operations, and/or Superintendent.

**TERMS OF EMPLOYMENT:** 190 day contract. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 4/12/04*

# **SPEECH-LANGUAGE PATHOLOGIST**

## **QUALIFICATIONS**

1. A valid State of Arkansas teaching certificate in speech and language is desirable. Certification by the American Speech and Hearing Association is desirable. Licensure by the Arkansas Board of Examiners in SPLA may be considered.
2. The job requires a Master's degree in Speech and Language Pathology.
3. Experience working with special education students is desirable.
4. Awareness of Arkansas special education laws, rules, and regulations.
5. Knowledge of speech and language development.

**REPORTS TO:** Director of Student Services and Building Principal

**JOB GOALS:** Evaluates possible speech and language disorders in children and provides remedial therapies. Therapy is provided to students in group or individual sessions. Provides direct student instruction and/or therapy. Also works with parents and other agencies in helping each individual student reach his or her maximum potential.

## **PERFORMANCE RESPONSIBILITIES:**

1. Assures that speech and language services are provided in accordance with the standards of practice established by the American Speech and Hearing Association and state and federal laws related to speech education.
2. Participates in screenings and meetings concerning potential referrals.
3. Upon receiving parent-teacher-agency referrals, completes speech and language evaluations using standardized and informal tests. Recommendations may include areas such as:
  - a. Articulation/phonological development
  - b. Voice and fluency
  - c. Expressive language, i.e., semantics, pragmatics, syntax and morphology.
  - d. Receptive language, i.e., semantics, pragmatics, syntax, and morphology.
  - e. Oral structures, oral motor skills and swallowing.
  - f. Physical abilities to determine use of alternative communication systems.
4. Plans individual objectives for the speech and language needs of each student.
5. Aligns goals and objectives to the Arkansas Curriculum Frameworks.
6. Provides direct or consultative services.
7. Periodically re-evaluates students to determine the need for continued services or if programs can be effectively managed by family, teacher or student and will terminate services through IEP Committee when appropriate.
8. Completes an annual review summarizing student progress.
9. Participates in developing departmental and program goals and objectives.
10. Maintains good relations and open communications with parents and other staff members.
11. Prepares and adapts instructional materials and therapy aids.
12. Provides direct instruction to students.
13. Prepares and presents in-service programs for parents and educational staff.
14. Participates in appropriate IEP Committee and other relevant team meetings concerning students receiving speech services.
15. Prepares, maintains and processes required program documents, records and reports.
16. Documents and maintains record of each student's progress.



17. Coordinates student schedules, program plans, and space and equipment needs with administrators and teachers.
18. Maintains up-to-date knowledge of research, theories and practices associated with the Speech and Language Therapy profession.
19. Serves as due process designee, at the discretion of the principal.
20. Completes other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not construed as an exhaustive list of all the job duties that may be performed by such a person.

1. The position may require that the employee provide his or her own transportation for job related travel.
2. The employee must exercise discretion and confidentiality in dealing with staff and operations.
3. The position may require employee to serve multiple schools within the district.

**TERMS OF EMPLOYMENT:** Contracted for 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## TITLE 1 LITERACY COACH

### **QUALIFICATIONS:**

1. Valid Arkansas teacher certificate – Elementary K-6
2. Exceptional classroom experience

**REPORTS TO:** Building Principal

### **JOB GOALS:**

1. Meet adequate yearly progress (AYP) goals of NCLB
2. Raise student achievement
3. Close the achievement gap amongst NCLB sub-groups.

### **PERFORMANCE RESPONSIBILITIES:**

1. Coordinate and provide leadership for school-wide literacy program including selection of materials and development of curriculum.
2. Diagnose the language arts strengths and needs of students and provide that information to others, e.g., classroom teachers, parents, psychologists, special educators, speech teachers.
3. Assist individual teachers in becoming more knowledgeable about the teaching of language arts by working collaboratively with them to plan instruction for students.
4. Provide expert instruction to students who are struggling with literacy.
5. Model strategies and techniques of teaching language arts for teachers.
6. Conduct demonstration lessons.
7. Serve as a language arts resource to other educators and parents.

8. Lead professional development workshops so that teachers are knowledgeable of and able to use current strategies and techniques for teaching language arts.
9. Serve as a resource to specialized personnel by being a member of instructional support teams.
10. Provide the help students need to become strategic, independent, and motivated learners.
11. Build good home-school connections through work with parents and by helping teachers establish effective parent-teacher relationships.
12. Provide high quality training for instructional aides and/or volunteers.
13. Maintain personal knowledge of current language arts strategies by completing courses in all state supported elementary language arts programs and those national programs that are appropriate to the local school and/or district.
14. Prepare and maintain reports on necessary records for pupil accounting, pupil progress, material and equipment inventories, etc.

**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** The Title I Literacy Coach will be evaluated annually by the building principal. Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 4/12/04*

## **TITLE 1 MATH COACH**

### **QUALIFICATIONS:**

1. Valid Arkansas teacher certificate – Elementary K - 6
2. Exceptional classroom experience

**REPORTS TO:** Building Principal

### **JOB GOALS:**

1. Meet adequate yearly progress (AYP) goals of NCLB
2. Raise student achievement
3. Close the achievement gap amongst NCLB sub-groups

### **PERFORMANCE RESPONSIBILITIES:**

1. Coordinate and provide leadership for school-wide math program including selection of materials and development of curriculum.
2. Diagnose the mathematics strengths and needs of students and provide that information to others, e.g., classroom teachers, parents, psychologists, special educators, speech teachers.
3. Assists individual teachers in becoming more knowledgeable about the teaching of mathematics by working collaboratively with them to plan instruction for students.
4. Provide expert instruction to students who are struggling with math.
5. Model strategies and techniques of teaching mathematics for teachers.
6. Conduct demonstration lessons.
7. Serve as a math resource to other educators and parents.
8. Lead professional development workshops so that teachers are knowledgeable of and able to use current strategies and techniques for teaching math.

9. Serve as a resource to specialized personnel by being a member of instructional support teams.
10. Provide the help students need to become strategic, independent, and motivated learners.
11. Build good home-school connections through work with parents and by helping teachers establish effective parent-teacher relationships.
12. Provide high quality training for instructional aides and/or volunteers.
13. Maintain personal knowledge of current math strategies by completing courses in all state supported elementary mathematics programs and those national programs that are appropriate to the local school and/or district.
14. Prepare and maintain reports on necessary records for pupil accounting, pupil progress, material and equipment inventories, etc.
15. Performs any duties that are within the scope of this position as assigned by the Principal and/or Director of Operations.

**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** The Title I Math Coach will be evaluated annually by the building principal. Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## ADMINISTRATION TREASURER/ BOOKKEEPER

### **QUALIFICATIONS:**

1. High school diploma
2. Minimum five (5) years of equivalent experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

### **PERFORMANCE RESPONSIBILITIES:**

1. The Board of Directors of the school district may appoint a treasurer to handle the funds of the district.
2. School district treasurers shall execute a surety bond in such amount as may be required by the Director of the Department of Finance and Administration who shall approve the bond; the premium of such bond shall be paid out of the funds of the district.
3. The duties of the school district treasurer shall be as follows:
  - a. To receive and disburse funds of the school district. Disbursements of such funds shall be made only upon warrants signed by Disbursing officer and countersigned by the superintendent of schools of the district. As an evidence of authority for disbursement of any funds, she shall have on hand approved invoices and payrolls, such payrolls to be in conformance with written contracts on file in her office;
  - b. To keep a record of all financial transactions of the school district in a form approved by the State Department of Education and the Division of Legislative Audit;
  - c. To make a monthly statement to the school district Board of Directors of the

- financial condition of the district;
- d. To submit an annual statement of the affairs of the district to the school district Board of Directors in July of each year;
- e. To make such financial reports to the county board or the board's designee and to the State Department of Education as are required by law;
- f. To not be interested directly or indirectly in any contract authorized by the school district Board of Directors; and
- g. To make her records available at all times for inspection by any taxpayer of the district.
- h. The district treasurer shall perform all duties now imposed by law upon the treasurer of a school district and shall be subject to all regulations.
- 4. a. The district treasurer shall issue duplicate receipts for all funds she receives. The original shall be transmitted to the party making the remittance and the duplicate shall be kept by the district treasurer.
- b. For the purpose of this section, "activity funds" means those funds whose sources of revenues are from:
  - 1) The sale of tickets to athletic contests or other school sponsored activities;
  - 2) The sale of food, except that which is sold in the lunchroom;
  - 3) The sale of soft drinks, school supplies, and books; and
  - 4) Fees charged by clubs and organizations.
- c. 1) All school districts may maintain activity funds and school service funds at the school.
- 2) All activity funds and school food service funds shall be maintained and accounted for in accordance with guidelines and procedures established by the General Education Division of the Department of Education.
- d. The superintendent of schools maintaining activity funds and school food service funds shall be the official custodian of all activity funds and school service funds and shall be responsible and accountable for the funds.
- 5. a. Acts as adviser to the Superintendent on all questions relating to the business and financial affairs of the district.
- b. Supervises all accounting operations.
- c. Acts as payroll officer for the district.
- d. Reconciles canceled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
- e. Prepares withholding, Social Security, and tax returns.
- f. Maintains a continuous internal auditing program for all funds.
- g. Assumes responsibility for insurance records and insurance accounting.
- h. Develops and proposes budget to the Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/13/05*

## ADMINISTRATIVE ASSISTANT - DIRECTOR OF LEARNING SERVICES

### QUALIFICATIONS:

1. High school diploma
2. Perform duties using Microsoft office and APSCN.
3. Three years of equivalent experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Director of Learning Services

**JOB GOALS:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

### PERFORMANCE RESPONSIBILITIES:

1. Typing of letters, reports, etc. as required using Microsoft Word.
2. Prepare all monthly reports as required using Word or Excel, if required.
3. Maintain a neat and professional appearance at all times.
4. Maintain a neat and professional office area at all times.
5. Communicate effectively and courteously with visitors, students, and staff.
6. Update and accurately maintain student records with confidentiality.
7. Use correct grammar, speech, and speech tone at all times.
8. Perform all clerical and administrative support duties as required by the Director of Curriculum, Instruction, and Assessment.
9. Answer telephones and direct calls or messages to the proper person.
10. APSCN System Administrator – Attend all training sessions at Arch Ford, prepare all schools for Cycle reporting, train new staff, check all information before rollover, order supplies, help all APSCN personnel with day to day problems.
11. Home School Applications – Process all home school applications: submit to Superintendent for approval, send to ADE in Little Rock, notify school, etc.
12. Summer School Nutrition- Submit application and all bookkeeping duties.
13. Assist with testing materials.
14. Order LEP/ELL materials
15. Process and fax textbook orders, prepare invoices for payment, etc.
16. Handle all bookkeeping duties for the West Side Kindergarten and ABC Preschool Program.
17. Handle all record keeping for the 21<sup>st</sup> Century Grant.
18. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 11/14/05*

## ADMINISTRATIVE ASSISTANT DIRECTOR OF OPERATIONS

### QUALIFICATIONS:

1. High School diploma
2. Minimum five (5) years of equivalent experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Operations of Schools

### PERFORMANCE RESPONSIBILITIES:

1. Must have a basic knowledge of Excel and Microsoft Word.
2. Answer phones and respond to radio communication.
3. Write up and dispatch emergency work orders.
4. Supply purchase orders for maintenance needs.
5. Timeclock Plus building administrator – be responsible for keeping accurate record of time and absences for all maintenance employees as well as all part-time summer employees.
6. Keep a log of all completed maintenance work orders and yard work for all schools and offices.
7. Maintain files for bids and contracts for all building and remodel projects.
8. Keep accurate spreadsheets with details and balances for all new building projects.
9. Set up credit accounts with various businesses and distributors
10. Make calls for service/repair and order parts for appliances, plumbing and heat/air units.
11. Maintain records of warranty and maintenance contracts on all equipment, including lawn equipment.
12. Keep accurate records for all termite policies for the district.
13. Maintain phone and intercom service for the district.
15. Assure that all quarterly safety reports and monthly fire extinguisher reports are turned in. Be responsible for making replacement and repair calls for fire equipment.
16. Keep inventory for maintenance department and vehicles.
17. Work directly with warehouse manager to ensure delivery of supplies needed by all schools and offices.
18. Order janitorial supplies for all schools and offices and keep records of receipt to ensure accurate billing.
19. Code maintenance bills with multiple locations for accounts payable office.
20. Be responsible for coding Title I, Title IIA, Title IID, Title IV, Title V and Title VI budgets for entry into APSCN.
21. Prepare figures for ACSIP and budgets.
22. Maintain balances for each item in the ACSIP to ensure no overspending occurs
23. Verify allotment balances and cash on hand with State Department before beginning budgeting and ACSIP
24. Prepare letters of intent to participate for private schools in the county.
25. Responsible for making sure required percentage of IID allotment is spent on technology instruction.
26. Supply auditors with information needed to complete any financial audits.
27. Keep accurate time card records for Director of Operations and administrative assistant for federal programs audits.
28. Maintain current office inventory.

29. Maintain current equipment inventory for items placed in various schools that are purchased with "Title" funds.
30. Maintain a neat and accurate set of books for Title I, Title IIA, Title IID, Title IV, Title V and Title VI.
31. Turn in neat and accurate reports for the above mentioned federal funds in a timely manner.
32. Create memos, mailings, evaluations, and reports as needed by the Director of Operations.
33. Other duties as assigned by the Director of Operations.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 7/11/05*

## **ADMINISTRATIVE ASSISTANT – DIRECTOR OF STUDENT SERVICES**

### **QUALIFICATIONS:**

1. Associates degree or equivalent from a two-year college or technical school; and six months related experience and/or training; or equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.
3. Must have a working knowledge of Windows 98 or newer version. Should be proficient in Microsoft Excel or similar software.
4. Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
5. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
  - a. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
  - b. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed airborne particles, outside weather conditions, repetitive hand and arm motion, and prolonged periods in front of a computer screen. The noise level in the work environment is usually moderate.

**REPORTS TO:** Director of Student Services

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

**PERFORMANCE RESPONSIBILITIES:**

1. Participates in the budget planning process each year.
2. Maintains accurate and up to date financial records regarding budget.
3. Purchases equipment and supplies for Special Education Department.
4. Coordinates with district bookkeeper in the reimbursement to vendors.
5. Schedules and coordinates workshops and inservices.
6. Assists in the completion of all quarterly, bi-annual, and annual reports as required.
7. Maintains and fosters a positive work environment.
8. Bills Medicaid for therapy services.
9. Maintains roster for each speech therapist.
10. Maintains roster for physical and occupational therapy services.
11. Maintains therapy files.
12. Maintains Special Education Central Office due process student files.
13. Notify specific staff of Medicaid update requirements.
14. Assist school nurse with AR Kids First applications.
15. Obtain prescriptions for therapy services for Medicaid and Non-Medicaid students.
16. Make contact with local health care providers as needed.
17. Provide Medicaid with any required records for auditing purposes.
18. Attends district and program specific in-services.
19. Maintains confidentiality regarding students and staff.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/13/05*

**ASSISTANT BOOKKEEPER/STATE REPORTING COORDINATOR**

**QUALIFICATIONS:**

1. Minimum of 5 (but preferably 10) years of experience in APSCN/Pentamation software.
2. Specialized experience using APSCN/Pentamation software in the following areas:
  - a. Payroll
  - b. Accounts Payable
  - c. Fixed Assets
  - d. Calendar/Fiscal Year End Reporting
  - e. File Transfers
  - f. Statewide Cycle Reporting – Financial and Student
  - g. Assisting the District Treasurer
  - h. Adhere to all Privacy Laws

**REPORTS TO:** Superintendent of Schools

**JOB GOALS:** To assist in the administration of the district’s business affairs so as to provide the maximum services for the financial resources available.

**PERFORMANCE RESPONSIBILITIES:**



1. Maintains a complete and systematic set of records of all financial transactions of the district.
2. Records detail of school financial transactions in appropriate journals from such sources as requisitions and payroll records.
3. Summarizes and balances entries recorded in individual journals.
4. Traces errors and records adjustments to correct changes or credits posted to incorrect amounts.
5. Reconciles cancelled payroll and accounts payable checks with bank statements and verifies bank balances.
6. Utilizes APSCN/ Pentamation software to perform all state required responsibilities for this position.
7. Other duties as may be assigned.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 7/20/09*

## BOOKKEEPER HIGH SCHOOL

### **QUALIFICATIONS:**

1. High school diploma
2. Perform duties using Microsoft office and APSCN.
3. Three years of equivalent experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Building principal/Immediate Supervisor

**JOB GOALS:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintain a neat and professional appearance at all times.
2. Maintain a neat and professional office area at all times.
3. Communicate effectively and courteously with visitors, students, and staff.
4. Use correct grammar, speech, and speech tone at all times.
5. Prepare teacher textbook information sheet on each textbook history and price of each book.
6. Typing and ordering process of MHS textbooks through the Arkansas book depository, confirming faxes and sending invoices that the office of instruction.
7. Prepare Arkansas Democrat Gazette newspaper order for the school year.
8. Assemble free and reduced price school meals applications, process each form, send response to parent, file form, record in APSCN, prepare October 31<sup>st</sup> report, verification check December 15<sup>th</sup>
9. Process MHS Purchase Orders.
10. Maintain correct balances for 36 accounts at MHS.

11. Recount, verify and deposit monies at local bank.
12. Record deposits in APSCN to proper fund account.
13. Key in checks and Distribute Checks for MHS Accounts.
14. Prepare monthly financial reports for the school board and district bookkeeper.
15. Assist teachers with their club account balance when needed and provide a print out of each month's ending balance.
16. Keep pup house money box with correct change each day.
17. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/13/05*

## BOOKKEEPER /SECRETARY ATHLETIC

### QUALIFICATIONS

1. AAS in business preferred.
2. Ability to design tables, in Excel
3. Compose and type business letters, memos, and reports in Word.
4. Operate ten-key pad and an electronic calculator by touch.
5. Journalize and post transactions to athletic accounts.
6. Design newsletters, programs, and tickets in Word.
7. Perform basic filing procedures.

**REPORTS TO:** The Athletic Director in conjunction with the Respective Principal.

**SUPERVISES:** Student workers in the Counselors' Office in the absence of Mrs. Gunderman.

**JOB GOALS:** To provide accurate records of deposits, expenditures, and financial reports for the Athletic Department. Compose, type and distribute letters, memos, and other required documents. Provide assistance to Counselors and students in the Counselors' Office.

1. Urge the student body to be polite and courteous.
2. Assist students with their needs (copies of transcripts, health records, etc.).
3. Maintain poise and self-control.
4. Demonstrate effective interpersonal skills.
5. Encourage students and athletes to excel in academics as well as sports.
6. Assist fellow co-workers.

### PERFORMANCE RESPONSIBILITIES:

1. Create and maintain spreadsheets for game reports, concession reports, and athletic meal money.
2. Schedule workers for gate admissions to athletic events.
3. Provide gate and concessions workers with adequate starting change for athletic events.
4. Count and verify monies from gate and concessions receipts.
5. Deposit monies received for athletics at appropriate bank.
6. Process and record athletic deposits in Apscn to proper fund.

7. Distribute checks for athletic funds
8. Process athletic purchase orders.
9. Maintain accurate records of expenditures and budget balances for funds in Apscn.
10. Submit athletic bid letters to vendors.
11. Prepare monthly financial reports for the school board and district bookkeeper.
12. Design tournament programs, athletic banquet programs, and season tickets for football and basketball.
13. Compose athletic letters and memos as needed.
14. Mail, fax, or e-mail letters, memos, and other information for coaches, Athletic Director, and counselors to schools, Petit Jean Country Headlight and KVOM radio station.
15. Answer phone calls for the Counseling Department.
16. Alphabetize and type lists of students taking the PSAT, PLAN, norm-referenced and criterion-referenced tests.
17. Collect fees and provide receipts to those students taking the PSAT and CLEP test.
18. Administer CLEP tests and install new CLEP software as needed.
19. File and copy material for counselors and students as needed.
20. Instructs basic word classes for in-service as needed.
21. Assists students with copies of documents when needed.
22. Encourage students to excel in academics.
23. Provide handouts and copies of records when requested.
24. Monitors use of equipment in the Counselors' Office and requests repairs if needed.
25. Secures the Counselors' Office at the end of the day.
26. Maintains an organized and clean working environment.
27. Make press releases and school announcements when needed.
28. Maintain correct balances for athletic funds.
29. Provide ledgers for coach's funds.
30. Maintain Student Injury Log and send letter and copy of injured athlete's accident report to parents.
31. Assists front office at MJHS when needed.
32. Miscellaneous duties as needed.

**TERMS OF EMPLOYMENT:** Contracted 195 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 11/14/05*

## BUS DRIVER

### **QUALIFICATIONS:**

1. Hold current Certified Drivers License.
2. Pass a physical from a certified practitioner.
3. Previous school bus driving experience preferred.

**REPORTS TO:** Transportation Director

**JOB GOALS:** To provide safe, efficient, and timely transportation so that students may enjoy the fullest possible advantage from the district's curriculum, and extracurricular activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Operate school buses at a rate of speed considered safe, as dictated by road, and weather conditions.
2. Obey all traffic laws.
3. Maintain reasonable order on bus at all times, and report undisciplined students to the Transportation Director.
4. Operate the bus route as directed by the Fleet Manager, or Transportation Director, and keep to the assigned schedule. Clear any change in the route, for any reason, with the Transportation Director.
5. Inspect the bus before each trip for mechanical defects. Report any defects the Fleet Manager, or Head Mechanic.
6. Strive to be on time, but notify Transportation Department if late.
7. The driver of a school bus shall **NOT** operate the school bus until every passenger is seated (**Act 1744 of 2001**).
8. Discharge students only at authorized stops. Discharge students only at his/her assigned stop, unless notified by the Fleet Manager, or Transportation Director.
9. Will not leave bus while motor is running, and will effectively set brake when bus is stopped.
10. Will keep door closed at all times except when loading and unloading students.
11. Will keep bus clean and sanitary at all times.
12. Will see that all passengers are in their assigned seats at all times, and provide a seating chart to the Transportation Director.
13. Exercise responsible leadership when on out-of-district school trips.
14. Enforces regulations against smoking, and eating on the bus.
15. Will be held accountable for all damaged or missing bus equipment.
16. Report all accidents, and complete required reports.
17. Transport only authorized students.
18. Cell phones are prohibited while operating a school bus
19. Never strike a child, for any reason, whatsoever. Never touch a child in anger. Try to avoid touching children at all.
20. Perform any duties within the scope of this position as assigned by the Superintendent, Director of Operations, Transportation Director, or Fleet Manager.

**TERMS OF EMPLOYMENT:** Contracted 180 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 7/11/05*

**BUS DRIVER RVTC SHUTTLE**

**QUALIFICATIONS:** Holds current Certified Drivers License.

**REPORTS TO:** Transportation Director

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for daily shuttles to, and from, River Valley campus.

2. Perform any duties that are within the scope of this position as assigned by the Superintendent, Director of Operations, or the Transportation Director.

**TERMS OF EMPLOYMENT:** Contracted 180 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 7/11/05*

## **BUS FLEET MANAGER**

### **QUALIFICATIONS:**

1. Hold current Certified Drivers License (CDL).
2. Experience with bus fleets is preferred.
3. Experience with various computer applications preferred.
4. High school diploma, or equivalent, required.

**REPORTS TO:** Director of Operations

**SUPERVISES:** Bus fleet

**JOB GOALS:** Oversees the daily operation of the bus fleet and maintain efficiency in the routing of the busses.

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintain a database of parts and supplies inventory.
2. Maintain and utilize a computerized fleet management software system, and bus routing software system.
3. Oversee purchasing of parts and process invoices for payment.
4. Create and process work orders.
5. Monitor, schedule, and process trip requests.
6. Receive phone calls.
7. Monitor radio communication.
8. Performs any duties that are within the scope of this position as assigned by the Superintendent, Director of Operations, or the Transportation Director.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 7/11/05*

## **BUS HEAD MECHANIC**

### **QUALIFICATIONS:**

1. Certified in diesel engines, preferred.

2. Certified in brake repair, preferred.
3. 5 years experience as school bus mechanic, preferred.
4. Certified by Department of Transportation, preferred.
5. Hold current Certified Drivers License.

**REPORTS TO:** Director of Operations

**SUPERVISES:** Assistant mechanics

**JOB GOALS:** The Head mechanic is to make sure that the bus fleet is operational at all times, and that this is done in an efficient manner.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain bus fleet in accordance with all applicable laws.
2. Directly responsible for yearly inspection of all buses.
3. Make sure safety procedures are followed, at all times, in the shop area.
4. All purchases will be handled through the Fleet Manager, or Transportation Director.
5. All major mechanical decisions will be discussed with the Superintendent, Director of Operations, and Transportation Director.
6. All mechanics are on call anytime a bus is on the road.
7. Performs any duties that are within the scope of this position as assigned by the Superintendent, Director of Operations, or the Transportation Director.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 7/11/05*

## **BUS HEAD MECHANIC ASSISTANT**

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Certified in diesel engines, preferred.
3. Hold current Certified Drivers License.

**REPORTS TO:** Director of Operations and, Head Mechanic.

**JOB GOALS:** Assist Head Mechanic in assuring the bus fleet is operational at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. Assistant Mechanic will perform any, and all, tasks assigned to them by the Head Mechanic or the Transportation Director.
2. All Mechanics are on call anytime a bus is on the road.
3. Performs any duties that are within the scope of this position as assigned by the Superintendent, Director of Operations, Transportation Director, or the Head Mechanic.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 7/11/05*

## CARPENTER

### QUALIFICATIONS:

**REPORTS TO:** Director of Operations

### PERFORMANCE RESPONSIBILITIES:

1. Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the facilities owned or operated by the District.
2. Determines which repair jobs may be performed by carpenters, custodians, and maintenance workers on the staff and which must be performed by outside contractors, and advises the maintenance director accordingly.
3. Supervises all carpentry repair work performed by district personnel.
4. Supervises the erecting of scaffolding, formation of concrete forms, and similar nonstructural projects attendant upon repairs and construction.
5. Instructs custodians and maintenance workers on the proper use and care of hand tools (such as hammers, saws, chisels, planes, etc.), equipment (power saws, drills, rivet guns, etc.), hardware (nails, screws, glue, etc.), and materials (lumber, acoustical tiles, etc.).
6. Recommends supplies and equipment for purchase, and maintains the inventory of district-owned hand tools, equipment, hardware, materials, and supplies.
7. Estimates costs of carpentry repair projects in terms of labor, material, and overhead.
8. Examines district-owned facilities on a regular basis for purpose of preventive maintenance.
9. Other duties assigned by supervisor.

**TERMS OF EMPLOYMENT:** Contracted 260 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/14/04*

## CHILD NUTRITION DIRECTOR

### QUALIFICATIONS:

1. High School Diploma or Graduation Equivalency Diploma (GED)
2. Successful completion of one of the following advanced trainings: Manager Certification Training; or Certification as a Dietetic Technician, or Certified Dietary Manager, or Registered Dietitian; or Associate Degree in Foods/Nutrition or Food Service

- Management; or Bachelor's Degree in related field, i.e. Family & Consumer Sciences, Food Service Management, Hotel/restaurant Management, or Nutrition
3. Successfully complete all course work for Child Nutrition Directors Certification Program.
  4. Shall maintain certification status through continuing education.

**REPORTS TO:** Superintendent

**MAJOR RESPONSIBILITIES:**

1. The Director shall administer the federal child nutrition program in accordance with federal and state regulations.
2. Prepare monthly financial reports for all cafeterias. All records shall be maintained according to state audit requirements.
3. Supervises and evaluates all child nutrition program personnel. Submits recommendation for the selection, dismissal, and assignment of all food service personnel.
4. Provide required information to district's central office for preparation of payroll.
5. Requisitions food, supplies, and equipment for the child nutrition program.
6. Prepares menus for all schools.
7. Responsible for the acceptance and delivery of county school commodities and prepares required reports.
8. Recommends purchase of all kitchen equipment, replacement, and maintenance.
9. Plans and supervises all special functions that are served by school cafeteria and personnel.
10. Directs the implementation and monitoring of the Free and Reduced Lunch Program.
11. Coordinates and directs the required training for the child nutrition program personnel
12. Responsible for providing training opportunities and maintaining a record documenting the professional development. All records must be maintained according to state audit requirements.
13. Training will be based on job functions and skills needed to perform the tasks of a child nutrition worker in federal child nutrition programs. As a minimum, child nutrition worker professional development should include: basic sanitation, food safety, basic nutrition, food preparation, and nutrition and physical activity concepts for maintaining a healthy lifestyle.
14. Other duties as assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Contracted 200 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 2/14/05*

## **CHILD NUTRITION MANAGER**

**QUALIFICATIONS:**

1. High School Diploma or Graduation Equivalency Diploma (GED)
2. Must have the recommendation of the current employer, either the Child Nutrition Director and/or the Superintendent.



3. Must successfully complete the ADE, CNU Managers Certification Course Work.
4. Must have completed one (1) school year on the job experience fulfilling the duties and responsibilities as a Manager or Assistant Manager to be validated by immediate supervisor.
5. Must have a recommendation for certification by immediate supervisor.
6. Shall maintain certification status through continuing education.

**REPORTS TO:** Child Nutrition Director

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain clean, neat, and acceptable personal appearance. No fingernail polish, fake nails, and jewelry. Must have hairnet, white pants (no warm-ups), and white shoes (no canvas). Shirts must be of the same color as designated by the Child Nutrition Director.
2. Be on time, punctuality is a must. Time schedule established by the Child Nutrition Director.
3. Follow all health, safety, and sanitation guidelines as stated in the Child Nutrition Regulations.
4. All private information concerning students, teachers, and other school personnel is not to be discussed in or outside of school.
5. Specific duties shall be:
  - a. Prepare daily and monthly financial reports.
  - b. Prepare daily and monthly commodity and inventory reports.
  - c. Maintain daily temperature records of all refrigerators, freezers, and milk-boxes.
  - d. Prepare weekly timesheets and food purchase requests.
  - e. Responsible for accepting and approving all food deliveries.
  - f. Maintain paperwork and modify meals for students with special health care needs (allergies, diabetics, etc.).
  - g. Prepare work schedules for Child Nutrition Workers and dishwashers.
  - h. Responsible for overall meal preparation and cleanliness of kitchen.
  - i. Keep the Child Nutrition Director informed of equipment problems and maintenance.
  - j. Be responsible for the proper safeguard and security of kitchen.
6. Other duties as assigned by the Child Nutrition Director.
7. Directly supervises and manages the federal child nutrition food service program in their school. The job functions include program accountability; sanitation, safety and security; equipment use and care; food production; food acceptability; customer service; record keeping; marketing; personnel management; and professional development. The Child Nutrition Manager assists the Child Nutrition Director in delivering required training for the child nutrition personnel.

**TERMS OF EMPLOYMENT:** Contracted 180 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 2/14/05*

## CHILD NUTRITION COOK

**QUALIFICATIONS:** Effective school year 2006-2007, it is required that a minimum of twelve (12) hours of in-service training be part of a full-time child nutrition worker contract each school year. Failure of Child Nutrition Worker to complete the 12 hour in-service training may result in termination by local school district.

**REPORTS TO:** Child Nutrition Manager

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain clean, neat, and acceptable personal appearance. No fingernail polish, fake nails, and jewelry. Must have hairnet, white pants (no warm-ups), and white shoes (no canvas). Shirts must be of the same color assigned by the Child Nutrition Manager or Child Nutrition Director.
2. Be on time, punctuality is a must. Time schedule established by the Child Nutrition Manager or Child Nutrition Director.
3. Follow all health, safety, and sanitation guidelines as stated in the Child Nutrition Regulations.
4. All private information concerning students, teachers, and other school personnel is not to be discussed in or outside of school.
5. All duties assigned by the Manager thru a daily work schedule, must be completed.
6. Prepares nutritious food by standardized recipes for specified quantities and serves food to program participants according to state and federal regulations.
7. Maintain a clean, safe, and sanitary work environment.
8. Actively participate in staff development training opportunities provided by the Child Nutrition Director and/or Child Nutrition Manager.
9. Other duties as assigned by the Child Nutrition Manager and Child Nutrition Director. All daily duties must be completed by the end of the workday.

**TERMS OF EMPLOYMENT:** Contracted 180 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 2/14/05*

## CUSTODIAN

**QUALIFICATIONS:**

**REPORTS TO:** Director of Operations

**PERFORMANCE RESPONSIBILITIES:**

1. Seek to maintain at all times a state of cleanliness in those buildings that have been assigned.
2. Seek to keep building in good state of maintenance and repair.
3. Keep immediate supervisors informed of custodial supplies and maintenance needs.
4. Prevent fire hazards in buildings by proper preventive measures.

5. Supervise student help that may be provided by school officials.
6. Be responsible for the proper safeguard and security of buildings.
7. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Contracted for 205 or 260 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/13/05*

## **ELECTRICIAN**

### **QUALIFICATIONS:**

**REPORTS TO:** Director of Operations

### **PERFORMANCE RESPONSIBILITIES:**

1. Assumes primary responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air-conditioning and refrigeration units, and similar electric elements in the facilities owned or operated by the District.
2. Determines which repair jobs may be performed by electricians, custodians, and maintenance workers on the staff and which must be performed by outside contracts, and advises the maintenance director accordingly.
3. Supervises all electrical repair work performed by district personnel.
4. Instructs custodians and maintenance workers on proper procedure and proper use of tools in electrical equipment, and supplies.
5. Recommends supplies and equipment for purchase, and maintains the inventory of district-owned tools.
6. Estimates costs of electrical repair projects in terms of labor, material, and overhead.
7. Supervises the installation and operation of all lighting and electrical sound equipment in auditoriums and gymnasiums for all special theatrical, athletic, or other performance events.
8. Examines district-owned facilities on a regular basis for purpose of preventive maintenance.
9. Other duties assigned by supervisor.

**TERMS OF EMPLOYMENT:** Contracted 260 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/14/04*

## **GROUNDSKEEPER**

### **QUALIFICATIONS:**

1. Any health, literacy, citizenship, or other such requirements

2. Any specific skill mastery required
3. Demonstrated aptitude or competence for assigned responsibilities
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Operations

**JOB GOALS:** To provide students with an attractive and safe, natural environment in which to learn.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains and cares for school grounds.
2. Prepares seeding or transplanting beds by cultivating soil and adding fertilizer or chemicals, if needed.
3. Plants seeds, bulbs, tree seedlings, and shrubbery so that resulting growth will produce an attractive appearance.
4. Experiments with different varieties of lawn and flower seeds to determine those best suited to the soil.
5. Prunes trees and trims hedges to promote growth and improve appearance.
6. Mows lawn with hand or power mower.
7. Connects sprinkling equipment and waters lawn and flowerbeds.
8. Inspects flowers, shrubs, and trees for evidence of insects, fungi, and other pests and sprays or dusts chemicals on infected areas.
9. Adjusts and repairs such equipment as lawnmowers, sprinklers, and hedge shears.
10. Shovels snow from sidewalks and driveways and spreads sand, salt, or ashes to prevent slipping.
11. Collects and disposes of leaves and refuse.
12. Repairs outdoor chairs and benches.
13. Works inside during winter on assigned custodial jobs.

**TERMS OF EMPLOYMENT:** Contracted 260 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 9/12/05*

## **MAINTENANCE TECHNICIAN**

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Have no objectionable habits.
3. Dependable and punctual.
4. Current drivers license.
5. Must have mechanical abilities and have a thorough knowledge of use and safety in the operation of all power tools used in all phases of maintenance.

**REPORTS TO:** Director of Operations

**PERFORMANCE RESPONSIBILITIES:**

1. Must be able to work without direct supervision on general building repairs and maintenance.
2. Examines facilities on a regular basis for needed repairs and maintenance.
3. Performs duties as prescribes by work orders.
4. Must complete assignments completely including the follow up and clean up of the project.
5. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Contracted 260 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 6/14/04*

**MAINTENANCE TECHNICIAN/DELIVERY****QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Have no objectionable habits.
3. Dependable and punctual.
4. Current driver's license.
5. Must have mechanical abilities and have a thorough knowledge of use and safety in the operation of all power tools used in all phases of maintenance.
6. Ability to safely lift 50lbs with repetitive frequency

**REPORTS TO:** Director of Operations

**PERFORMANCE RESPONSIBILITIES:**

1. Purchase items needed by custodial staff.
2. Purchase copy paper and deliver 15<sup>th</sup> of the month.
3. Handle food service deliveries at MES, MIS and Rice Depot
4. Keep a current temperature log for Freezer and Cooler (office)
5. Pick up and delivery of all UPS/FedEx deliveries from the Superintendent's office on a daily basis.
6. Purchase and stock drinks for the district buildings.
7. Delivery of drinks to the Superintendent's office, SPED building, Food Service Director's office, and the Bus shop
8. Must be able to work without direct supervision on general building repairs and maintenance.
9. Examines facilities on a regular basis for needed repairs and maintenance.
10. Performs duties as prescribed by work orders.
11. Must complete assignments completely including the follow up and clean up of the project.
12. Conduct lawn maintenance activities as assigned
13. Conduct minor custodial activities as assigned
14. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 9/14/09*

## **NURSE**

### **QUALIFICATIONS:**

**REPORTS TO:** Director of Operations

### **PERFORMANCE RESPONSIBILITIES:**

1. The school nurse will be directly responsible to the Superintendent of Schools.
2. The nurse shall promote a public school health program that is a cooperative project produced through the efforts of administrators, teachers, children, parents, custodian, and all persons concerned with the school.
3. The nurse shall interpret the health program to teachers, parents, and children as required.
4. The nurse shall serve as a liaison person between the physician, community health agencies, the home, child guidance centers, and the school.
5. The nurse shall aid in protecting the health and welfare of the pupils and school personnel.
6. The nurse shall cooperate with school personnel in attendance problems by determining the existence or extent of illness of children by home visits when appropriate and contact with physicians, hospitals, etc.
7. The nurse shall assist in planning and carrying out other school programs that relate to the school health program.
8. The nurse shall cooperate with all agencies and organizations interested in health programs concerning school children.
9. The nurse shall direct the implementation of all state and federal guidelines regarding health requirements of school children, school employees, and school programs.
10. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Contracted 192 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/14/04*

## **PARAPROFESSIONAL ABC**

**QUALIFICATIONS:** Minimum of an Associate of Arts or Sciences degree in early childhood development or child Development Associate credential and any additional requirement of ADE.

**REPORTS TO:** Building Principal

**JOB GOALS:** To aid and support teachers and other licensed personnel in the implementation of the instructional program and related services for identified students.

**PERFORMANCE RESPONSIBILITIES:**

1. Reinforce instructional activities with students as prescribed.
2. Prepare instructional materials as directed by supervisor.
3. Assume responsibility for being prepared to perform instructional duties as prescribed.
4. Learn the reading and math frameworks for the grades assigned.
5. Assist with duties such as lunchroom, recess, or transportation duty.
6. Complete daily work schedules as assigned.
7. Participate in staff meetings as directed by supervisor.
8. Perform other duties as assigned by the building principal.
9. Assist in development of teacher made materials.
10. Assist in clerical duties as assigned.
11. Assist in data collection.
12. Assist in screening and conferences.
13. Participate in in-service training.
14. Maintain confidentiality concerning each child.
15. Maintain records regarding child care licensing.
16. Adhere to job descriptions as defined by the ABC Program Standards.

**TERMS OF EMPLOYMENT:** Contracted 190 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 9/13/05*

## **PARAPROFESSIONAL ESL**

**QUALIFICATIONS**

**REPORTS TO:**

**JOB GOALS:**

**PERFORMANCE RESPONSIBILITIES:**

1. Communicate school directives to non-English speaking parents
2. Communicate school directions to non-English speaking students
3. Work with ESL students in academic areas as determined by assessments and assigned by classroom teachers
4. Work cooperatively with classroom teachers within the classroom setting
5. Take directions from classroom teachers
6. Perform other duties as assigned by administration
7. Attend parent conferences and assist in disseminating information to parents
8. Help during enrollment of new ESL students
9. Administer pre/post assessments to ESL students

**TERMS OF EMPLOYMENT:** Contracted for 185 Days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 4/12/04*

## **PARAPROFESSIONAL INSTRUCTIONAL**

### **QUALIFICATIONS:**

**REPORTS TO:** Building Principal

**PRIMARY FUNCTION:** To aid and support teachers and other licensed personnel in the implementation of the instructional program and related services for identified students.

### **PERFORMANCE RESPONSIBILITIES:**

1. Reinforce instructional activities with students as prescribed.
2. Prepare instructional materials as directed by supervisor.
3. Assume responsibility for being prepared to perform instructional duties as prescribed.
4. Learn the reading and math frameworks for the grades assigned.
5. Assist with duties such as lunchroom, recess, or bus duty.
6. Complete daily work schedules as assigned.
7. Participate in staff meetings as directed by supervisor.
8. Perform other duties as assigned by the building principal.

**TERMS OF EMPLOYMENT:** Contracted 185 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 6/14/04*

## **PARAPROFESSIONAL LIBRARY**

**QUALIFICATIONS:** Must have an associate's degree, 60 hours of college credit or meet minimum qualifications on the parapro exam.

**REPORTS TO:** Library Media Specialist

### **PERFORMANCE RESPONSIBILITIES:**

1. Shelving books
2. Preparing new books for check-out
3. Computer literate
4. Repairing materials
5. Checking out materials
6. Helping students and teachers locate materials
7. Help keep the media center tidy
8. Typing catalog cards
9. Filing catalog cards



10. Preparing labels for materials
11. Affixing labels to materials
12. Inventory materials
13. Running reports
14. Sending overdue notices
15. Capable of working independently and constructively
16. Willing to accept supervision
17. Willing to do other duties as assigned by supervisor

**TERMS OF EMPLOYMENT:** Contracted for 185 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 4/12/04*

## SUBSTITUTE AND PART-TIME PROFESSIONAL STAFF

The South Conway County School District philosophy requires that the best teachers available be employed. This philosophy must be carried over to substitute teachers.

1. The Superintendent of Schools shall maintain an active list of persons qualified to act as substitute teachers.
2. Substitutes shall be paid in accordance with the Substitute Teacher's Salary Schedule.
3. Each building principal will select substitute teachers from a list presented by the Superintendent of Schools.
4. The following guidelines should be adhered to:
  - a. All substitute teachers must have a high school diploma to make application and are subject to approval for appointment by the Board of Education.
  - b. Following their approval for appointment by the Board of Education, substitutes must complete district training for substitute teachers prior to accepting a substitute teaching position.
  - c. The regular teacher and/or principal will evaluate the substitute teacher following each substitute teaching assignment.
  - d. When extended absences of teachers occur, licensed substitutes should be hired if available.
  - e. If fully licensed substitutes are not available, the next most qualified teacher on the substitute teacher list should be used until a licensed teacher can be obtained or until the regular teacher can return, whichever is sooner.
  - f. No substitute shall work more than ninety (90) days in any school year (concurrent or non-concurrent as set forth in the State Department of Education guidelines.)
  - g. Perform such duties, within the scope of his/her expertise, as may be assigned by the principal and/or Superintendent of Schools.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 1/7/03*

## PLUMBER

**QUALIFICATIONS:** Master Plumber preferred; Journeyman license required

**REPORTS TO:** Director of Transportation, Maintenance and Support Services

**PERFORMANCE RESPONSIBILITIES:**

1. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned or operated by the District.
2. Determines which repair jobs may be performed by District personnel, and which must be performed by outside contractors, and advises the maintenance director accordingly.
3. Responsible for maintenance of outdoor sprinklers, waste disposal systems, and similar plumbing related installations.
4. Instructs custodians and maintenance workers on proper procedure and proper use of tools in plumbing repair work.
5. Recommends supplies and equipment for purchases, and maintains the inventory of district-owned tools, equipment, and supplies.
6. Estimates costs of plumbing repair projects in terms of labor, material, and overhead.
7. Examines district-owned facilities on a regular basis for purpose of preventative maintenance.
8. Other duties assigned by Director of Transportation, Maintenance and Support Services.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/14/04, 12/11/06*

## REGISTRAR

**QUALIFICATIONS:**

**REPORTS TO:** Building Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain all computer records. This includes registration information, grades, grade point averages, transcripts, master schedule, class lists, etc.
2. Make paper transcripts for new students.
3. Register new students, obtain transfer grades and records.
4. Handle all student transfers, send records, collect books, etc.
5. Assist with scheduling for the new year by preparing the computer for rollover, entering a corrected master schedule, entering student course requests, and other things as needed.
6. Responsible for producing and distributing report cards (printing and distributing grade

- 7. sheets to teachers, keying in recorded grades, etc.)
- 7. Prepare honor roll and publicize.
- 8. Prepare a failure list for administrators and counselors.
- 9. Prepare and mail interim reports.
- 10. Prepare and mail progress reports as requested by parents.
- 11. Make schedule changes in the computer.
- 12. Responsible for APSCN maintenance for building.
- 13. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/14/04*

## SECRETARY

**QUALIFICATIONS:**

- 1. High school diploma
- 2. Perform duties using Microsoft office and APSCN.
- 3. Three years of equivalent experience.
- 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Building principal/Immediate Supervisor

**JOB GOALS:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

**PERFORMANCE RESPONSIBILITIES:**

- 1. Performs duties utilizing APSCN
- 2. Typing of letters, reports, etc. as required using Microsoft Word.
- 3. Prepare all monthly reports as required using Word or Excel, if required.
- 4. Maintain a neat and professional appearance at all times.
- 5. Maintain a neat and professional office area at all times.
- 6. Communicate effectively and courteously with visitors, students, and staff.
- 7. Update and accurately maintain student records, staff records, and financial records with confidentiality.
- 8. Use correct grammar, speech, and speech tone at all times.
- 9. Perform all clerical and administrative support duties as required at the school and as delegated by the school administrators.
- 10. Administer medical assistance to students in the absence of the school nurse.
- 11. Answer telephones and direct calls or messages to the proper person (i.e. principal, teacher, staff member, student, etc.)
- 12. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/13/05*

## **SECRETARY / BOOKKEEPER**

### **QUALIFICATIONS:**

**REPORTS TO:** Building Principal

### **PERFORMANCE RESPONSIBILITIES:**

1. Keep an accurate and neat set of records of all school affairs.
2. Do general typing of letters, reports, etc. as required.
3. File all necessary forms, letters, and reports neatly in their proper place. All reports should be filed from front to rear in each folder.
4. Prepare all monthly reports as required.
5. All letters, reports, etc. should be checked and double-checked for accuracy after typing and before being submitted for signatures.
6. All bookkeeping should be checked and cross-checked for accuracy.
7. Should be responsible for neatness of work area at all times.
8. Should remember that accuracy is much more important than speed in doing school work.
9. All private information concerning students, teachers, and other school personnel is not to be discussed in or outside of the school.
10. Office workers should present a neat and efficient appearance at all times.
11. Correct grammar, speech, and speech tone should be attempted at all times.
12. School offices are business offices and should be conducted as such.
13. The workday shall be in accordance with state law, hours to be determined by the building principal or eminent supervisor.
14. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/14/04*

## **SECRETARY - COUNSELOR**

### **QUALIFICATIONS:**

1. High school diploma
2. Perform duties using Microsoft office and APSCN.
3. Three years of equivalent experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Building principal/Immediate Supervisor

**JOB GOALS:** To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain a neat and professional appearance at all times.
2. Maintain a neat and professional office area at all times.
3. Communicate effectively and courteously with visitors, students, and staff.
4. Use correct grammar, speech, and speech tone at all times.
5. Greet students, parents, college representatives, and other visitors when they enter the Counseling Suite and help them as needed or direct them to appropriate persons.
6. Answer phone calls and direct calls to counselors or other personnel as indicated.
7. Receive, check over, and mail applications for all MHS seniors applying to colleges. Attach a copy of the student's health records and current transcript with test scores on the back (most colleges require that the current grade point average and rank of student, number of seniors in the graduating class and current date be written on the transcript-do this).
8. Compile a list of seniors and document each time they apply to a college. Use this list to send seven semester transcripts to the colleges at the end of the fall semester and again after graduation.
9. Organize College/Career day – Prepare a letter and attach RSVP postcard and map inviting most instate colleges, technical schools, some out-of-state colleges, loan agencies, and businesses to our College/Career day. Also, invite surrounding high schools to attend. Tabulate and make a list of those coming for senior counselor and principal. Other activities as needed for this event.
10. Type, update, and post Counselor's Corner/MHS Bulletin Board – an ongoing list of available scholarships with deadlines and information that would be helpful to students and parents. This information is also put on the SCCSD webpage.
11. Type and post an updated monthly calendar with a list of seniors visiting Civic Clubs.
12. Run off on copier any necessary materials for the senior counselor.
13. Take photographs, type articles, and submit for publication articles regarding awards, scholarships, financial aid workshops, senior awards etc.
14. Collect and update college catalogs and applications – file these in counseling office bookshelves.
15. Alphabetize and type list of students taking ACT workshops for faculty with date and time.
16. Put stickers on back of transcripts as they are received for all students taking ACT.
17. Inform attendance personnel of seniors taking college and shadow days.
18. Check over ACT applications for students to be sure all blocks are complete and correct when requested.
19. Help senior counselor acquire and tally votes for DAR, Principal's Leadership Award, etc.
20. Supervise students sending thank you notes for various reasons such as receipt of scholarships donations, etc.
21. Type purchase orders for senior counselor
22. Supervise the preparation of birthday acknowledgements to students.
23. Maintain a scrapbook of all newspaper articles regarding students, events, etc. at Morrilton High School.
24. Organize Spring Awards Assembly. This assembly is to recognize our seniors graduating with Honors, and to announce scholarship recipients. A program with all this information

- is prepared for use by the counselor and principal.
25. Type all merit awards that will be given out in the assembly. Confer daily with senior counselor regarding this assembly – this takes a lot of time and work during the spring semester.
  26. Type CPEP list, addresses, correspondence, etc.
  27. Proctor all the A.P. exams.
  28. Copy eight semester transcripts with ACT scores on the back and mail to colleges, NCAA Clearinghouse, and Academic Challenge Scholarships for new graduates after graduation.
  29. Other duties as assigned by supervisor.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/13/05*

## TECHNOLOGY MANAGER OF INFORMATION SYSTEMS

### QUALIFICATIONS:

**REPORTS TO:** Superintendent

### PERFORMANCE RESPONSIBILITIES:

1. Oversees and manages Technical Staff.
2. Research, design, and implementation of Telecommunication Network Infrastructure Technologies.
3. Oversees procurement and distribution of district technologies.
4. Enterprise administrator of active directory networks.
5. 1<sup>st</sup> line of support for network server systems and software.
6. 2<sup>nd</sup> line of support for software for workstations and workstations software.

**TERMS OF EMPLOYMENT:** Contracted 240 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

*History BOE: 6/14/04*

## TECHNOLOGY -TECHNOLOGY SPECIALISTS

### QUALIFICATIONS:

**REPORTS TO:** Technology Supervisor

### PERFORMANCE RESPONSIBILITIES:

1. 1<sup>st</sup> line support for trouble shooting workstations and workstations software.

2. Perform setup and configuration for workstations in active directory domain.
3. Performs installation of category 5 cabling for networks.
4. Assist in network server and PC administration.

**TERMS OF EMPLOYMENT:** Contracted 260 days. Salary and work year to be established by the Board of Education.

**EVALUATION CRITERIA:** Performance of this job will be evaluated in accordance with the provisions of the Board of Education policy on evaluation of Professional Personnel.

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*History BOE: 6/14/04*