

Oak Grove School District / Oak Grove Educators Association (Art. 14.11)

Site Common Adjunct Duty Listing

	Duty:	People needed:	Description:
District Required Duties*	DEIB Committee		Attend DEIB Committee meetings and report out to staff.
	District Curriculum Team		Attend DCT meetings. Report information to staff.
	504 Site Coordinator		Coordinate and facilitate site 504 meetings.
	GATE Committee		Attend District GATE meetings. Report information to staff.
	OGEA Site Representative / Adjunct Duty Committee		Attend OGEA Rep Council and report information to staff; Work with Principal to finalize Adjunct Duty list and assign staff.
	SST Site Coordinator		Coordinate and facilitate site SST meetings.
	School Site Council Representative		Staff elected. Represent staff on Site Council.
	ELAC		Attend parent meeting. Report information to staff.
	SEMS / Safety / Emergency		Attend District SEMS meetings. Coordinate/organize emergency preparedness disaster drill for site with principal. Inventory safety Ark and classroom backpacks.
	Sp. Ed. Leadership Committee		Attend District meetings. Report information to staff.
General Site Adjunct Duties	After School Sports		Attend and supervise afterschool sports programs (e.g.: run clock, scoring, taking admissions, chaperone.)
	Clubs (K-8)		Organize, supervise and monitor school clubs.
	Dances (5-8)		Attend and monitor site dances.
	Family Engagement Coordinator		Coordinates and supports schools family engagement events (e.g.: cinco de mayo, movie nights, drama nights, art nights.)
	Grade Level / Leadership Team		Attend regular Leadership Team Meetings
	Hispanic Parent Mtg. Teacher Rep.		Represent Staff at parent meeting.
	Home & School Club Teacher Rep.		Represent Staff at parent meeting.
	IEP Administrative Designee		Facilitate IEP meetings in the absence of the site administrator (training required to qualify)
	Koffee Klatch		Organize and advise Student Council meetings/Activities
	Leveled Book Room (K-6)		Oversee/organize operation of site bookroom.
	SST Scheduler (K-6)		Oversee SST Calendar/Schedule.
	SST Team Member (K-6)		Attend weekly SST meetings as scheduled.
	Student Council Advisor		Organize and advise Student Council meetings/activities.
	Sunshine		Social event planning / calendar.
	Tech Support (Unpaid)		Support site level technology.
Teacher In Charge "TIC"		Serve at site level administrator in the absence of the Principal.	
Intermediate School Specific	CJSF Advisor		Plan, Coordinate, Monitor Student Honor Society Events
	Department Chair / LT / Fac. Cabinet		Communication loop between Departments and Administration
	Honors Night Chaperone		Plan, Coordinate, Monitor event
	Student Store		Order, inventory and sell school supplies
	IIFT (Intermediate Instructional Focus Team)		Communication loop between District and Site

* District required duties are assigned and may differ from year to year.

REV: June 10, 2020