

## **Administrative Intern Job Description**

**Purpose:** The Administrative Intern develops building-level administrative skills by assisting the Principal and other members of the administrative team in providing professional leadership to organize, administer, and provide support for a creative school program.

**Responsible to:** Principal

**Supervises:** Personnel assigned by the Principal

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. Kansas teaching license and/or building-level administrative license, or currently enrolled in a state accredited building-level licensure program.
2. Minimum of three years successful experience in teaching and/or administrative and/or supervisory fields in education.
3. Special interest in professional development, curriculum, instruction and assessment, and all other aspects of educational leadership.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to work with principal, staff and parents on strategies that assist in continuously improving student achievement and instruction.
2. Ability to assist in providing professional leadership to organize, administer, and provide support for a creative school program.
3. Ability to assist in establishing an optimal learning environment within the school.
4. Ability to ensure all school programs and activities conform to District guidelines.
5. Ability to assist in establishing a positive learning environment and respond to the individual needs of students.
6. Ability to communicate and work effectively and constructively with members of the school district and community.

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7. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
8. Work to implement the vision and mission of the District.
9. Ability to work with technology/computer systems especially as they relate to the teaching and learning process.
10. Ability to supervise, direct, motivate, and collaborate with the building principal to improve teaching and learning within the school/s.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to support the functions of the school including student discipline and other supervisory duties as assigned by the principal.
2. Ability to assist the principal and administrative team in the overall administration of the school.
3. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. Ability to attend extracurricular activities scheduled during the day or in the evening.
5. Ability to instill and promote quality instructional programs in the school and to ensure high levels of achievement from all students.
6. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Ability to perform other tasks and assume other responsibilities as assigned by the principal.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
5/18/10

## **Assistant Director of Special Services Job Description**

**Purpose:** The Assistant Director of Special Services assists the Director of Special Services in planning, implementation and oversight of the policies and procedures of special education and related programs. The Assistant Director works with district and building administrators to implement, guide, and evaluate programming for students with disabilities and/or exceptionalities in accordance with federal and state mandates and to support the district's mission for all students.

**Responsible to:** Director of Special Services

**Payment rate:** Salary and benefits established by the Board of Education

### **Qualifications:**

1. Masters Degree in School Leadership and endorsement in at least one area of Special Education from an accredited institution.
2. Current Kansas Professional Education License in Administration and Special Education.
3. At least three years of teaching special education and/or a related experience. Prior leadership and/or administrative experience are preferred.
4. Health and Inoculation Certificate on file in the Human Resources Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Provide leadership in organizing, supervising, and evaluating the effective delivery of research-based special education services.
2. Advocate for services that provide each student with the opportunity to make meaningful educational progress and to achieve an optimum level of cognitive, academic, communication and behavioral skills needed for school achievement.
3. Establish a positive learning environment throughout the district and adhere to the professional educator code of ethics.
4. Ensure all programs and activities conform to Federal, State, and District regulations and/or guidelines.

5. Communicate and work effectively and cooperatively with members of the school district and community organizations/agencies to promote a positive, instructionally effective school climate.
6. Operate equipment including technology if needed to perform assigned duties.
7. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.
8. Implement the vision and mission of the district.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

**General Responsibilities:**

1. Provide leadership within the Special Services Department to monitor the achievement of special needs students and children and to ensure school, district, state and federal policies and procedures, i.e. IDEA and NCLB, are up-to-date and successfully implemented.
2. Analyze and interpret district/building data related to special education and while working with the Director of Special Services, use the information to align the service structure of all schools to meet the educational decisions of students with disabilities while maintaining equitable caseload/class size ratios.
3. Research, select and operationalize initiatives for the Special Services Department that align professional development, student progress, and efforts to close the achievement gap within the framework of fiscal responsibility, best practice instructional delivery, and personnel requirements.
4. Collaborate with the Director of Special Services and the Human Resources Department to assist with interviewing, hiring, orientation, evaluation, and professional growth/improvement planning of Special Services staff.
5. Assist with professional development regarding best instructional practices for students with special needs, including co-teaching, differentiated instruction, and successful inclusion.

6. Collaborate with district and building administrators to select instructional and curricular materials and resources to support student learning.
7. Co-ordinate scheduled meetings with related services providers within the Special Services Department to promote departmental and district priorities, staff collaboration and professional expectations.
8. Serve as the Special Services Department's representative for committee work related to Multi-Tiered System of Support, Positive Behavioral Supports, Student Improvement Teams.
9. Assist the Director of Special Services in collecting, analyzing and reporting student data related to state and district assessments.
10. Remain up-to-date regarding current special education state and federal laws and regulations and ensure administrative and instruction staff are informed of, and acting in compliance with the latest requirements.
11. Collaborate with Director of Special Services to review significantly challenging student needs, assist teams to reach consensus, and provide support to building teams working to facilitate appropriate interventions.
12. Supervise the selection of the web-based IEP resources, revise IEP compliance requirements and provide appropriate professional development related to writing quality IEPs.
13. Assist with district's effort to increase the number of practicum/fieldwork students, interns and student teachers in an effort to increase the pool of highly qualified professionals.
14. Assist the Director of Special Services in reviewing classified staff, supporting effective staff development needs, and monitoring state personnel reports for paraeducators.
15. Participate in efforts to positively promote the school district and the Special Services Department with community partners, stakeholders, parents, and patrons.
16. Attend appropriate district, local and state administrative meetings and be an active participant in school/district committees, and when appropriate, IEP and other team meetings, parent conferences, and staffings.
17. Collaborate with Director of Special Services to manage and allocate financial resources including federal and state funding and grant awards.
18. Plan for and co-supervise Extended School Year Services.

19. Demonstrate effective interpersonal relationships with students, parents, staff and the community and establish a positive climate for learning.
20. Maintain confidential records and provide timely reports.
21. Keep current on new information, innovative ideas and techniques by attending professional development activities.
22. Respond to requests in a cooperative, courteous, and timely manner.
23. Attend professional development in order to implement and follow all Federal, State, and District special education regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Exposure Control Plan.
24. Perform other duties and assume other responsibilities as assigned by the Director of Special Services.

**Term of Employment:**   Calendar Year

**Evaluation:**   Performance effectiveness will be evaluated in accordance with the provisions of Kansas Statues and Board of Education policy.

**Approved:**  
11/18/08

**Assistant Principal  
(Elementary/Secondary)  
Job Description**

**Purpose:** The Assistant Principal assists the Principal in providing professional leadership to organize, administer, supervise, and evaluate a creative school program. To accomplish these tasks, the Assistant Principal works closely with the community, staff, and administration of the District.

**Responsible to:** Principal

**Supervises:** Personnel assigned by the Principal

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or administrative and/or supervisory fields in education.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to work with principal, staff, students and parents on strategies that assist in continuously improving student achievement and instruction
2. Ability to assist in providing professional leadership to organize, administer, supervise, and evaluate a creative school program.
3. Ability to assist in establishing an optimal learning environment within the school.
4. Ability to ensure all school programs and activities conform to District guidelines.
5. Ability to assist in establishing a positive learning environment and respond to the individual needs of students.
6. Ability to communicate and work effectively and constructively with members of the school district and community.
7. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

8. Work to implement the vision and mission of the District.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employees' job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to serve as principal in the absence of the regular principal.
2. Ability to assist the principal in the overall administration of the school.
3. Ability to provide effective discipline and guidance of assigned students/ grade levels.
4. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
5. Ability to attend extracurricular activities scheduled during the day or in the evening.
6. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Ability to perform other tasks and assume other responsibilities as assigned by the principal.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

5/6/14

## **Assistant Superintendent of Student Services Job Description**

**Purpose:** The Assistant Superintendent will assist the Superintendent substantially and effectively by providing leadership in developing, implementing, and maintaining optimal education programs and student services.

**Responsible to:** Superintendent of Schools

**Payment rate:** Salary and benefits established by the Board of Education

### **Qualifications:**

1. Must hold a district level Kansas Administrator License.
2. Previous experience in district level and building level leadership.
3. Demonstrated ability to implement best practice and the motivation to set and achieve high performance levels.
4. Desire to continue career improvement by enhancing skills and job performance.

### **Job Functions:**

1. Serve as the Superintendent's liaison with designated groups and organizations.
2. Prepare and disseminate approved Board of Education policies and procedures.
3. Interpret policies and procedures of the board to employees and the public.
4. Ability to evaluate and direct the K-12 curriculum and coordinate the program in compliance with district goals and strategic plan.
5. Assist in the restructuring/school improvement efforts of individual schools.
6. Serve as a resource to administrators and other personnel for policy information, procedural, legal, and other administrative matters.
7. Assist in the preparation of school board meeting agenda.
8. Compile research, statistics, and gather other such data as the Superintendent may require.

9. Participate in the recruitment and selection of administrative personnel.
10. Supervise such personnel as the Superintendent may assign.
11. Report on the status of district programs and services at the request of the Superintendent.
12. Ability to design and implement an assessment program for the school district, which includes multiple types of assessments.
13. Ability to study, evaluate and, as appropriate, recommend adoption of new instructional materials, methods, and programs.
14. Ability to work with the business office to secure the necessary resources for effectively and efficiently implementing the district's education programs.
15. Ability to provide oversight of professional development for administrators, as well as teachers, including coordination of the Teacher of the Year program.
16. Ability to assist in the evaluation of building level administration.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Prepare and disseminate approved Board of Education policies and procedures.
2. Interpret policies and procedures of the Board and other appropriate entities to employees and the public.
3. Maintains effective communication with stakeholders relative to all matters and program operations.
4. Serve as member of the Superintendent's cabinet and Administrative Leadership Team.

5. Assists in assessing, planning, developing, and implementing short and long range system goals and works collaboratively with schools to accomplish and support the district's goals.
6. Keep abreast of education related legal and legislative requirements.
7. Attend all Board of Education meetings.
8. Perform other duties as may be assigned by the Superintendent.

**Term of employment**

12 months (251 days)

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy of evaluation of administrative personnel.

**Approved:**

3/3/09

## **Associate Principal Job Description**

**Purpose:** The Associate Principal provides the professional leadership and supervision to effectively coordinate with the building principal and district administration with a creative school program with particular attention to improved student learning through analysis of student assessment data. To accomplish these tasks, the Associate Principal works closely with the community, staff, and administration of the District.

**Responsible to:** Principal

**Supervises:** Personnel assigned by the Principal

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or administrative and/or supervisory fields in education.
3. Special interest in professional development, curriculum, instruction and assessment aspects of educational leadership.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to work with principal, staff, students and parents on strategies that assist in continuously improving student achievement and instruction
2. Ability to assist in providing professional leadership to organize, administer, supervise, and evaluate a creative school program.
3. Ability to assist in establishing an optimal learning environment within the school.
4. Ability to ensure all school programs and activities conform to District guidelines.
5. Ability to assist in establishing a positive learning environment and respond to the individual needs of students.
6. Ability to communicate and work effectively and constructively with members of the school district and community.
7. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

8. Work to implement the vision and mission of the District.
9. Ability to work with technology/computer systems especially as they relate to the teaching and learning process.
10. Ability to supervise, direct, motivate, and correct employees' job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to serve as principal in the absence of the regular principal.
2. Ability to assist the principal in the overall administration of the school.
3. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. Ability to attend extracurricular activities scheduled during the day or in the evening.
5. Ability to instill and promote quality instructional programs in the school and to ensure high levels of achievement from all students.
6. Ability to provide effective discipline and guidance of assigned students/ grade levels.
7. Ability to effectively coordinate the Career Technical Education (CTE) program including compliance with program guidelines, reports, writing and submitting the annual Perkins Grant and budget.
8. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Ability to perform other tasks and assume other responsibilities as assigned by the principal.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

5/2/06

**Revised:**

5/6/14

**Dean of Students  
(Elementary/Secondary)  
Job Description**

**Purpose:** The Dean of Students assists the Principal and Superintendent in providing professional leadership to organize, administer, supervise, and evaluate a safe and effective school program. To accomplish these tasks, the Dean of Students works closely with the community, staff, and administration of the District.

**Responsible to:** Principal and Superintendent

**Supervises:** Personnel assigned by the Principal and Superintendent

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience as a lead building principal.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Assist in providing professional leadership to organize, administer, supervise, and evaluate a safe and effective school program.
2. Ensure all school programs and activities conform to District guidelines.
3. Assist in establishing a positive learning environment and respond to the individual needs of students.
4. Communicate and work effectively and constructively with members of the school district and community.
5. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
6. Work to implement the vision, mission, and strategic plan of the District.
7. Work with technology/computer systems.
8. Model commitment and dedication to work.

9. Work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Serve as principal in the absence of the regular principal.
2. Share with principal the responsibility for protecting health and welfare of students.
3. Provide effective discipline and guidance of assigned students/ grade levels.
4. Oversee matters of student attendance and residency. Investigate residency at the direction of the Assistant Superintendent of Student Services.
5. Attend extracurricular activities scheduled during the day or in the evening.
6. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other tasks and assume other responsibilities as assigned by the principal or Superintendent.
8. Serve as the district student due process hearing officer.
9. Assist in the maintenance of the crisis management plan and school safety requirements.
10. Serve as resource to staff regarding student management and behavior issues.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
2/21/17

## **Athletic Director Job Description**

**Purpose:** The Athletic Director coordinates school activities to avoid scheduling conflicts, ensure rewarding experiences for students, and avoid scheduling conflicts. To accomplish these tasks, the Athletic Director must work closely with the staff and administration of the District, and with the staff of other school systems.

**Responsible to:** Superintendent of Schools

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. Appropriate Kansas certification for the position of Athletic Director.
2. A Master's Degree, with courses in the organization and administration of athletic and physical education programs.
3. At least five years' successful experience as a head coach.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to coordinate and supervise activities at district, league, state, and other levels.
2. Ability to ensure all school activities and conform to KSHSAA guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to work effectively with booster clubs and other community organizations.
5. Ability to react to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.

6. Ability to work to implement the vision and mission of the District.
7. Ability to work with technology/computer systems.
8. Ability to supervise, direct, motivate, and correct employees' job performance.
9. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Requires some travel.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to prepare the athletic budget and reports.
2. Ability to formulate athletic policy.
3. Ability to hire officials for contests.
4. Ability to schedule athletic events and initiate contracts for those events.
5. Ability to purchase athletic equipment and supplies, and account for same.
6. Ability to meet with all coaches as necessary to review rules and coordinate reports.
7. Ability to certify eligibility requirements for students.
8. Ability to correspond with state athletic associations concerning eligibility requirements and interpretation of all rules governing athletic events and extracurricular activities.
9. Ability to arrange for practice sites.
10. Ability to prepare game facilities and make game arrangements.
11. Ability to arrange bus transportation for all sports.

12. Ability to arrange payment for all officials at home contests.
13. Ability to attend league, district, state and national meetings concerning athletic activities.
14. Ability to evaluate all coaches.
15. Ability to arrange for letters and certificates for all sports.
16. Ability to attend Athletic Department's Advisory Board and Head Varsity Coaches Council meetings.
17. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Perform such other tasks and assume such other responsibilities as assigned by the Superintendent of Schools.

**Terms of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Director of Instructional Technology Job Description**

**Purpose:** The Director of Instructional Technology promotes the development of computer skills, assists teachers in using the best procedures and techniques in teaching with computers, and assists with the development of positive attitudes toward computers in education. In order to accomplish this, the Director of Instructional Technology must work closely with the staff and administration of the District.

**Responsible to:** Superintendent of Schools

**Supervises:** Staff members as designated by the Superintendent

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years' experience in teaching, administrative, and/or supervisory fields in education.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to promote the development of computer skills and positive attitudes towards computers in education.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to operate all equipment appropriately as required.
5. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. May require some travel.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Requires prolonged sitting and standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

**General Responsibilities:**

1. Ability to prepare reports.
3. Ability to collect, coordinate, and provide data to the Superintendent.
5. Ability to assist in adoption and maintenance of educational software.
6. Ability to work with principals and teachers to integrate related computer activities into other areas of the curriculum.
7. Ability to disseminate information on computer-related events.
8. Ability to plan and present districtwide and building-level professional development programs related to instructional technology.
10. Ability to identify materials, supplies, and equipment needed for District-wide and building-level use.
11. Ability to assist with ordering needed supplies and equipment within the designated budgets.
12. Ability to devise and maintain such records and reports as are necessary to the successful execution of the job.
14. Ability to collect and prepare public information articles concerning instructional programs for distribution to the community and media in coordination with building-level administrators.
16. Ability to serve as consultant to teachers on K-12 materials requests.
17. Ability to provide resource information and assistance to curriculum review committees.

20. Ability to collaborate and participate in job-related meetings.
21. Ability to attend relevant professional meetings.
22. Ability to keep current on educational innovations and trends in education/technology at the local, state, and national levels.
23. Ability to observe and follow all school district policies at all times.
24. Ability to respond to information requests in a cooperative, courteous, and timely manner.
25. Ability to keep student and personnel information and records confidential.
26. Ability to implement and follow all District health and safety policies, including all precautions of the Blood-borne Pathogens Exposure Control Plan.
27. Ability to perform other tasks and assume other responsibilities as directed by the Superintendent.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

## **Director of Public Relations Job Description**

**Purpose:** The Communications and Public Relations Director collects and disseminates information about all facets of school district business. The goal is to promote the Turner Schools and education in general, and to ensure that all those having an interest in the Turner Schools are fully and accurately informed about district purposes, policies, and activities. The Director works closely with district staff and administration, with area news media, and with local, state, and national education agencies and professional organizations.

**Responsible to:** Superintendent of Schools

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. Appropriate certification for the position.
2. At least five years' experience in a responsible position in a public school setting.
3. A degree, significant experience, and/or other evidence of outstanding professional and journalistic writing abilities.
4. Training and/or other evidence of sound, tasteful graphic design and print layout skills.
5. Advanced desktop publishing skills and knowledge of professional printing standards and processes.
6. Experience and skill in still photography and video production.
7. Health and Inoculation Certificate on file in the Central office.
8. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Manage a coordinated program of public information through district publications and productions, area news media, and personal contact with staff and community members.
2. Promote the value of education among students, staff, patrons, and the public at large.
3. Communicate and work effectively and cooperatively with the school board, district staff, patrons, community organizations, and area news media representatives.
4. Work to implement the vision and mission of the District.
5. Supervise, direct, motivate, and correct the performance of the Parent/Community Liaison.
6. Model commitment and dedication to work.
7. Work independently and without supervision to complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasionally requires stooping, bending, and reaching.
4. May occasionally work in a noisy and crowded environment, with numerous interruptions.
5. Requires some travel.
6. May require evening and weekend work.

**General Responsibilities:**

1. Supervise "Community Connections" Strategic Planning group.
2. Write content for, publish and distribute the quarterly district newspaper, The Turner Today, to all District patrons, staff, and selected local and state school agencies and leaders.

3. Write and produce district and school handbooks, brochures, calendar, promotional announcements, advertisements, videos, and other material as requested.
4. Write, publish, and distribute district staff communication as needed.
5. Assist parents with access to information and communication resources such as Infinite Campus, SchoolMessenger, district website and other available tools.
6. Create and update online parent resources and printed materials as needed.
7. Manage the district website.
8. Communicate with school sites regarding parent and student needs.
9. Participate in statewide public relations efforts through the Kansas School Public Relations Association.
10. Follow state/federal legislation and other government and private proposals and actions which may affect schools. Communicate these items to stakeholders as needed.
11. Write and distribute press releases on events/topics of interest to area media.
12. Arrange frequent media coverage of school programs/activities which showcase positive student and/or staff accomplishments.
13. Provide writing and other technical help to district staff as requested.
14. Arrange for school tours.
15. Stay abreast of new technologies to facilitate and support student learning, data management, and communication.
16. Keep student and personnel information and records confidential.
17. Serve as liaison to Turner Recreation Commission.
18. Other duties as assigned by the Superintendent.

**Term of Employment:** 12 months, July 1, through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

4/20/21

## **Director of Special Services Job Description**

**Purpose:** The Director of Special Services plans, implements and assumes oversight of the policies and procedures of special education and related programs. The Director coordinates with district and building administrators to implement, guide, and evaluate programming for students receiving special services in accordance with federal and state mandates and to support the district's mission for all students.

**Responsible to:** Assistant Superintendent of Student Services

**Payment rate:** Salary and benefits established by the Board of Education

### **Qualifications:**

1. Masters Degree in School Leadership and endorsement in at least one area of Special Education from an accredited institution.
2. Current Kansas Professional Education License in Administration and Special Education.
3. At least three years of teaching special education and/or a related experience. Prior leadership and/or administrative experience are preferred.
4. Health and Inoculation Certificate on file in the Office of Administrative Services (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

Note: When Special Services are referenced in this document, this includes special education, English Language Learners, Parents as Teachers, At-Risk Preschool, Homebound, Library, 504, and School Nursing services.

1. Provide leadership in organizing, supervising, and evaluating the effective delivery of research-based special education services.
2. Advocate for services that provide each student with the opportunity to make meaningful educational progress and to achieve an optimum level of cognitive, academic, communication and behavioral skills needed for school achievement.
3. Establish a positive learning environment throughout the district and adhere to the professional educator code of ethics.

4. Ensure all programs and activities conform to Federal, State, and District regulations and/or guidelines.
5. Communicate and work effectively and cooperatively with members of the school district and community organizations/agencies to promote a positive, instructionally effective school climate.
6. Operate equipment including technology if needed to perform assigned duties.
7. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.
8. Implement the vision and mission of the district.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

**General Responsibilities:**

1. Coordinate all related programming for special services.
2. Provide leadership within the Special Services Department to monitor the achievement of special needs students and children and to ensure school, district, state and federal policies and procedures, i.e. IDEA and NCLB, are up-to-date and successfully implemented.
3. Assume responsibility for the development of a wide variety of resources, i.e. documentation and other related laws and procedures, professional development for certified and classified special services staff, Management Information System (MIS), and Individual Education Plans (IEP), and Limited English Proficient (LEP) programming.
4. Assume responsibility for the submission of federal and state reports including State Performance Indicators, funding applications, Medicaid, MIS/IEP records, Personnel Web System, Special Education Audits, Title II and Bilingual state

reporting, and other initiatives adopted by the Kansas State Department of Education.

5. Collaborate with the Business Office to develop responsible budgets for Special Services programming.
6. Collaborate with the Office of Administrative Services to recruit, select, assign, and evaluate special needs programming related staff.
7. Coordinate the delivery of services for alternative instruction, i.e. FOCUS, STEP, and Homebound.
8. Provide effective, applicable professional development opportunities to certified and classified special education staff and when applicable, to general education professionals.
9. Present or delegate periodic reports on the status of special services initiatives to the Board of Education.
10. Maintain comprehensive student records using technology whenever possible and disseminate information to teachers and parents according to laws and procedures related to student confidentiality.
11. Provide leadership in the development and evaluation of the school improvement process and set high expectations for student achievement and behavior.
12. Maintain an adequate inventory of resources and supplies to support fiscal and student achievement accountability.
13. Facilitate communication between personnel, students, parents, and/or patrons for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
14. Coordinate scheduled meetings with related service providers, and special services staff to promote departmental and district priorities, collaboration and professional expectations.
15. Remain up-to-date regarding current special services state and federal laws and regulations and ensure administrative and instructional staff are informed of, and acting in compliance with the latest requirements.
16. Participate in efforts to positively promote the school district and the Special Services Department with community partners, stakeholders, parents, and patrons and whenever possible to increase the understanding of the educational needs of special needs children.

17. Attend appropriate district, local, and state administrative meetings and be an active participant in school/district committees, and when appropriate, IEP and other team meetings, parent conferences, and staffings.
18. Demonstrate effective interpersonal relationships with students, parents, staff and the community.
19. Maintain confidential records and provide timely reports.
20. Respond to requests in a cooperative, courteous, and timely manner.
21. Attend professional development in order to implement and follow all Federal, State, and District special services related regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Exposure Control Plan.
22. Coordinate district library department and related programming.
23. Coordinate Reading is Fundamental (RIF) programming and related budgets.
24. Coordinate 504 and Student Improvement Team (SIT) related programming.
25. Perform other duties and assume other responsibilities as assigned by the Assistant Superintendent of Student Services.

**Term of Employment:** 12 Months (251 Days)

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy of evaluation of administrative personnel.

**Approved:**

11/18/08

**Revised:**

2/16/10

## **District Coordinator of Professional Learning Job Description**

**Purpose:** The District Coordinator of Professional Learning provides professional leadership in organizing, administering, supervising, and evaluating a high quality professional learning program for district staff. To accomplish these tasks, the District Coordinator of Professional Learning works closely with district staff, including instructional coaches, and administration of the District.

**Responsible to:** Superintendent of Schools

**Supervises:** All personnel serving in assigned school(s)

**Payment rate:** Salary and benefits to be determined by the Board of Education

### **Qualifications:**

1. Current Kansas Professional Education License in Building Administration and District Licensure or pursuing a plan of study to obtain District Licensure.
2. Minimum of five years successful experience in teaching, Administrative and/or supervisory experience in education is desired.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to work with students, parents, and staff, including instructional coaches and district administrators on strategies that assist in continuously improving the district professional learning program.
2. Ability to provide professional leadership in organizing, administering, supervising, and evaluating the effective delivery of the district professional development program.
3. Ability to establish a high quality professional learning program for all district staff.

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4. Ability to ensure all school programs and activities conform to federal, state, and District guidelines.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.
6. Ability to react to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
7. Ability to work to implement the vision and mission of the District.
8. Ability to work with technology/computer systems.
9. Ability to supervise, direct, motivate, and correct employees' job performance.
10. Ability to model commitment and dedication to work.
11. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires some travel.

**General Responsibilities:**

1. Ability to initiate, design, and implement programs to meet specific educational needs of all district staff.
2. Ability to supervise the professional learning program and ensure teachers are encouraged, and given opportunities to grow professionally and personally.
3. Ability to plan, organize, and direct implementation of district-wide professional learning activities.
4. Ability to participate in selecting new faculty members, including instructional coaches whose knowledge and skills are likely to be assets to a balanced, expert teaching staff.
5. Ability to program professional learning activities/ events to meet staff/ faculty needs and to take best advantage of faculty expertise.

6. Ability to formulate proposals for additional funding, supervise the implementation of funded projects, and maintain effective public relations with funding agencies, KSDE, and other state and community agencies.
7. Ability to establish and maintain favorable relationships with staff groups and individuals to foster understanding and solicit support for overall school, district, and professional learning programming; to interpret Board policies and administrative directives; and to discuss and resolve individual staff concerns/problems regarding professional learning.
8. Ability to orient newly assigned staff members and assist in their development.
9. Ability to operate an ongoing program of staff development designed to help teachers stay current on developments in their fields and in education.
10. Ability to involve staff, including teachers and instructional coaches in the design and implementation of effective/ research-based strategies.
11. Ability to evaluate and counsel all staff members regarding their individual and group performance.
12. Ability to prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate.
13. Ability to participate in leadership meetings as required, including Superintendent's Cabinet.
14. Ability to work in conjunction with the Assistant Superintendent of Student Services regarding budgetary requests and monitor expenditures of funds related professional learning.
15. Ability to cooperate with college and university officials regarding professional learning opportunities.
16. Ability to inform faculty and staff of policy and/ or programming changes.
17. Coordinate the Professional Development Council, providing the leadership necessary to develop, create, implement, and monitor all aspects of a highly effective professional learning program.

18. Ability to keep the Superintendent of Schools informed of the school's activities, problems, and successes.
19. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
20. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Ability to perform other tasks and assume other responsibilities as assigned by the Superintendent or designee.
22. Ability to serve on advisory boards and committees of community agencies as appointed by the Superintendent or designee.

**Terms of Employment:** 11 months

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
8/10/10

## **Early Childhood Coordinator**

### **Job Description**

**Purpose:**

The Early Childhood Coordinator will coordinate the early childhood programs and services providing support and information to building administration, instructional coaches, school psychologists and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining related services in compliance with established guidelines; and serving as a member of the Instructional Support Team that results in the achievement of the district's Strategic Plan.

**Responsible to:**

Director of Special Services

**Qualifications:**

Meets the employment qualifications set forth by the Board of Education and the Kansas Department of Education.

Master's degree.

District or Building Leadership license preferred or the ability to obtain the endorsement.

Special Education endorsement required.

Grant writing experience preferred.

Effective oral and written communication skills.

Demonstrated skills in human relations.

Demonstrated skill and ability to effectively collaborate with District leaders.

Excellent skills in planning, organizing, executing and evaluating activities and/or events.

Demonstrated ability to effectively work with adults and young children.

Successful completion of the *Parents as Teachers Foundational Training*.

**Essential Functions:**

- Supports all early childhood programs; Parents as Teachers, Transition from Part C to Part B for special education and Pre-Kindergarten (4 Year Old At-Risk) Program.
- Encourages and supports an effective learning climate in preschool classrooms.
- Initiates, designs, and implements programs to meet specific needs of the preschool program.
- Aligns the preschool curriculum with the Kansas Early Learning Standards.
- Ability to assist in the recognition, prevention, and treatment of educational problems.
- Ability to establish a positive learning environment and respond to the individual educational needs of students.
- Ability to ensure all activities conforms to federal, state and district regulations.
- Ability to communicate and work effectively and cooperatively with members of the school district and community.

- Ability to advocate with staff and administration for best practices to meet the needs of students transitioning from Part C to Part B.
- Ability to supervise, direct, motivate, and correct job performance of assigned staff.
- Ability to work independently, without supervision, and complete work in an efficient manner.
- Ability to manage the daily operations of the PAT program, ensuring compliance with PAT standards and funding source guidelines.
- Responsible for approval of expenditures requested by early childhood program staff.
- Support school principals with the implementation of a teacher evaluation instrument.
- Determine staffing needs of the early childhood programs in collaboration with building principals, Director of Special Services and Assistant Superintendent of Administrative Services.
- Oversee all early childhood data collection to maximize funding and updates records as dictated by program standards.
- In collaboration with the Assistant Superintendent of Student Services and the Professional Development Council, support the identification, development, and implementation of professional learning of staff.
- Be courteous and professional at all times.
- Maintain a neat and appropriate appearance.
- Other duties as assigned.

**General Responsibilities:**

- Ability to implement and follow federal law and state regulations regarding special education programs, compliance, and accompanying documents.
- Ability to coordinate collaboration with other agencies providing early childhood services birth through two years of age and their families.
- Ability to maintain a list of agencies providing services to infants and toddlers.
- Ability to provide direct assistance to parents and identified Part C children and/or coordinates services with district school psychologists, speech pathologists, physical and occupational therapists and school social workers.
- Ability to assist with the transitioning of Part C children into the preschool provided by the school district.
- Ability to maintain a database of Part C families.
- Ability to attend quarterly Wyandotte County Infant Toddler meetings and serve on a committee when applicable.
- Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
- Ability to request in advance from the Director of Special Services approval for all special activities and expenditures according to the current budget.
- Manage the daily operations of the PAT program, ensuring compliance with PAT standards and funding source guidelines.

- Provide reflective supervision bi-weekly to full-time educators and monthly to part-time educators and as needed to parent educators on an individual basis. Ensure the supervision includes education, administrative, and support components.
- Ability to write PAT, MIECHV and Early Childhood At-Risk Grants.
- Ability to work with preschool teachers on curriculum and classroom management.
- Ability to set high expectations for student achievement and behavior.
- Ability to consult with parents, teachers, administrators, and others concerning the educational needs of birth to five students.
- Ability to complete appropriate confidential records/ documentation, provide timely reports, and keep student information and records confidential.
- Ability to perform other tasks and assume other responsibilities as directed by the Director of Special Services.

**Term of Employment:** 204 Contract Days.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statues and Board of Education Policy.

**Approved:**

5/6/14

**2.30**

**Elementary Curriculum Administrator  
Job Description**

**Purpose:** The Elementary Curriculum Administrator assists the Principal in providing instructional leadership to organize, administer, supervise, and evaluate a creative school program with particular attention to the teaching and learning process. To accomplish these tasks, the Elementary Curriculum Administrator works closely with the community, staff, and administration of the District.

**Responsible to:** Principal and Assistant Superintendent of Student Services

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or administrative and/or supervisory fields in education.
3. Special interest in professional development, curriculum, instruction and assessment aspects of educational leadership.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Work with principal, staff and parents on strategies that assist in continuously improving student achievement and instruction.
2. Assist in providing professional leadership to organize, administer, supervise, and evaluate a creative school program.
3. Assist in establishing an optimal learning environment within the school.
4. Ensure all school programs and activities conform to District guidelines.
5. Assist in establishing a positive learning environment and respond to the individual needs of students.
6. Communicate and work effectively and constructively with members of the school district and community.

7. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
8. Work to implement the vision and mission of the District.
9. Work with technology/computer systems especially as they relate to the teaching and learning process.
10. Supervise, direct, motivate, and correct employees' job performance.
11. Model commitment and dedication to work.
12. Work independently and without supervision, and complete work in an efficient manner.
13. Coordinate Title 1 parent involvement related partnerships/activities in the assigned school/schools.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
2. Instill and promote quality instructional programs in the school and to ensure high levels of achievement from all students.
3. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
4. Perform other tasks and assume other responsibilities as assigned by the Principal and/or Assistant Superintendent of Curriculum and Instruction.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

3/24/09

**Revised:**

6/16/15

## **Elementary Principal Job Description**

**Purpose:** The Elementary Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Elementary Principal works closely with the community, staff, and administration of the District.

**Responsible to:** Superintendent of Schools

**Supervises:** All personnel serving in assigned school(s)

**Payment rate:** Salary and benefits to be determined by the Board of Education

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of five years successful experience in teaching and/or administrative and/or supervisory fields in education.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to work with staff and parents on strategies to assist in continuously improving student achievement and instruction.
2. Ability to provide professional leadership in organizing, administering, supervising, and evaluating a creative school program.
3. Ability to establish an optimal learning environment within the school, and respond to the individual educational needs of students.
4. Ability to ensure all school programs and activities conform to District guidelines.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.

6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Work to implement the vision and mission of the District.
8. Ability to work with technology/computer systems.
9. Ability to supervise, direct, motivate, and correct employees' job performance.
10. Ability to model commitment and dedication to work.
11. Ability to work independently and without supervision. Ability to complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to initiate, design, and implement educational programs to meet specific educational needs of the students.
2. Ability to supervise the school's teaching process and ensure teachers are encouraged, and provided opportunities to grow professionally and personally.
3. Ability to plan, organize, and direct implementation of all school activities.
4. Ability to participate in selecting new faculty members whose knowledge and skills are likely to be assets to a balanced, expert teaching staff.
5. Ability to establish and maintain an effective learning climate in the school.
6. Ability to program classes within established guides to meet student needs and to take best advantage of faculty expertise.
7. Ability to supervise the guidance program to enhance individual student education and development.
8. Ability to enforce Board Policy for proper student conduct and maintaining student discipline.

9. Ability to establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
10. Ability to orient newly assigned staff members and assist in their development.
11. Ability to operate an ongoing program of staff development designed to help teachers stay current on developments in their fields and in education.
12. Ability to involve teachers in the design and implementation of school policies/practices in order to take advantage of the collective expertise of the faculty.
13. Ability to coordinate and monitor the direction of the school's athletic and extracurricular activities with the Athletic Director to ensure high quality learning experiences for involved students.
14. Ability to evaluate and counsel all staff members regarding their individual and group performance.
15. Ability to prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
16. Ability to participate in leadership meetings as required.
17. Ability to prepare and submit the school's budgetary requests and monitor expenditures of funds.
18. Ability to maintain and control the various local funds generated by student activities.
19. Ability to cooperate with college and university officials regarding teacher training and preparation.
20. Ability to work with various members of the central administrative staff in support areas, i.e., transportation, food services, custodial/maintenance.
21. Ability to inform faculty and staff of policy changes and new programs.
22. Ability to keep the Executive Director of the Division of Student Learning informed of the school's activities, problems and successes.

23. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
24. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Ability to perform other tasks and assume other responsibilities as assigned by the Principal and the Executive Director of the Division of Student Learning.

**Terms of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **High School Principal Job Description**

**Purpose:** The Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Principal works closely with the community, staff, and administration of the District.

**Responsible to:** Superintendent of Schools

**Supervises:** All personnel serving in assigned school(s)

**Payment rate:** Salary and benefits to be determined by the Board of Education

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of five years successful experience in teaching and/or administrative and/or supervisory fields in education.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to work with staff and parents on strategies to assist in continuously improving student achievement and instruction.
2. Ability to provide professional leadership in organizing, administering, supervising, and evaluating a creative school program.
3. Ability to establish an optimal learning environment within the school, and respond to the individual educational needs of students.
4. Ability to ensure all school programs and activities conform to District guidelines.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

7. Ability to work to implement the vision and mission of the District.
8. Ability to work with technology/computer systems
9. Ability to supervise, direct, motivate, and correct employees' job performance.
10. Ability to model commitment and dedication to work.
11. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to initiate, design, and implement educational programs to meet specific needs of the students.
2. Ability to supervise the school's teaching process and ensure teachers are encouraged, and given opportunities to grow professionally and personally.
3. Ability to plan, organize, and direct implementation of all school activities.
4. Ability to participate in selecting new faculty members whose knowledge and skills are likely to be assets to a balanced, expert teaching staff.
5. Ability to establish and maintain an effective learning climate in the school.
6. Ability to program classes within established guides to meet student needs and to take best advantage of faculty expertise.
7. Ability to supervise the guidance program to enhance individual student education and development.
8. Ability to observe all school district Policies for proper student conduct and maintaining student discipline.
9. Ability to establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall

school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

10. Ability to orient newly assigned staff members and assist in their development.
11. Ability to operate an ongoing program of staff development designed to help teachers stay current on developments in their fields and in education.
12. Ability to involve teachers in the design and implementation of school policies/practices in order to take advantage of the collective expertise of the faculty.
13. Ability to coordinate and monitor the direction of the school's athletic and extracurricular activities with the Athletic Director to ensure high quality learning experiences for involved students.
14. Ability to evaluate and counsel all staff members regarding their individual and group performance.
15. Ability to prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
16. Ability to participate in leadership meetings as required.
17. Ability to prepare and submit the school's budgetary requests and monitor expenditures of funds.
18. Ability to maintain and control the various local funds generated by student activities.
19. Ability to cooperate with college and university officials regarding teacher training and preparation.
20. Ability to work with various members of the central administrative staff in support areas, i.e., transportation, food services, custodial/maintenance.
21. Ability to inform faculty and staff of policy changes and new programs.
22. Ability to keep the Executive Director of the Division of Student Learning informed of the school's activities, problems and successes.

23. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
24. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Ability to perform other tasks and assume other responsibilities as assigned by the Superintendent and Executive Director of the Division of Student Learning.

**Terms of Employment:** Eleven Month Contract.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Middle School Principal Job Description**

**Purpose:** The Middle School Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Middle School Principal works closely with the community, staff, and administration of the District.

**Responsible to:** Superintendent of Schools

**Supervises:** All personnel serving in assigned school(s)

**Payment rate:** Salary and benefits to be determined by the Board of Education

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of five years successful experience in teaching, Administrative and/or supervisory experience in education is desired.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to work with staff and parents on strategies that assist in continuously improving student achievement and instruction.
2. Ability to provide professional leadership in organizing, administering, supervising, and evaluating a creative school program.
3. Ability to establish an optimal learning environment within the school, and respond to the individual educational needs of students.
4. Ability to ensure all school programs and activities conform to District guidelines.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.

6. Ability to react to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
7. Ability to work to implement the vision and mission of the District.
8. Ability to work with technology/computer systems.
9. Ability to supervise, direct, motivate, and correct employees' job performance.
10. Ability to model commitment and dedication to work.
11. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to initiate, design, and implement programs to meet specific educational needs of the students.
2. Ability to supervise the school's teaching process and ensure teachers are encouraged, and given opportunities to grow professionally and personally.
3. Ability to plan, organize, and direct implementation of all school activities.
4. Ability to participate in selecting new faculty members whose knowledge and skills are likely to be assets to a balanced, expert teaching staff.
5. Ability to establish and maintain an effective learning climate in the school.
6. Ability to program classes within established guides to meet student needs and to take best advantage of faculty expertise.
7. Ability to supervise the guidance program to enhance individual student education and development.
8. Ability to enforce Board Policies for proper student conduct and maintaining student discipline.

9. Ability to establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
10. Ability to orient newly assigned staff members and assist in their development.
11. Ability to operate an ongoing program of staff development designed to help teachers stay current on developments in their fields and in education.
12. Ability to involve teachers in the design and implementation of school policies/practices to take advantage of the collective expertise of the faculty.
13. Ability to coordinate and monitor the direction of the school's athletic and extracurricular activities with the Director of Athletics to ensure high quality learning experiences for involved students.
14. Ability to evaluate and counsel all staff members regarding their individual and group performance.
15. Ability to prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
16. Ability to participate in leadership meetings as required.
17. Ability to prepare and submit the school's budgetary requests and monitor expenditures of funds.
18. Ability to maintain and control the various local funds generated by student activities.
19. Ability to cooperate with college and university officials regarding teacher training and preparation.
20. Ability to work with various members of the central administrative staff in support areas, i.e., transportation, food services, custodial/maintenance.
21. Ability to inform faculty and staff of policy changes and new programs.
22. Ability to keep the Superintendent of Schools informed of the school's activities, problems, and successes.

23. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
24. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Ability to perform other tasks and assume other responsibilities as assigned by the Superintendent and Executive Director of the Division of Student Learning.

**Terms of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Alternative School Principal Job Description**

**Purpose:** The Endeavor Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Endeavor Principal works closely with the community, staff, and administration of the District.

**Responsible to:** Superintendent of Schools

**Supervises:** All personnel serving in assigned school(s)

**Payment rate:** Salary and benefits to be determined by the Board of Education

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of five years successful experience in teaching, and/or administrative, and/or supervisory field in education is desired.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to work with staff and parents on strategies that assist in continuously improving student achievement and instruction.
2. Ability to provide professional leadership in organizing, administering, supervising, and evaluating the effective delivery of alternative education services.
3. Ability to establish an optimal learning environment within the school, and respond to the individual educational needs of students.
4. Ability to ensure all school programs and activities conform to federal, state, and District guidelines.
5. Ability to communicate and work effectively and cooperatively with members of the school district and community.

6. Ability to react to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
7. Ability to work to implement the vision and mission of the District.
8. Ability to work with technology/computer systems.
9. Ability to supervise, direct, motivate, and correct employees' job performance.
10. Ability to model commitment and dedication to work.
11. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires some travel.

**General Responsibilities:**

1. Ability to initiate, design, and implement programs to meet specific educational needs of the students.
2. Ability to supervise the school's teaching process and ensure teachers are encouraged, and given opportunities to grow professionally and personally.
3. Ability to plan, organize, and direct implementation of all school activities.
4. Ability to participate in selecting new faculty members whose knowledge and skills are likely to be assets to a balanced, expert teaching staff.
5. Ability to establish and maintain an effective learning climate in the school.
6. Ability to program classes within established guides to meet student needs and to take best advantage of faculty expertise.
7. Ability to supervise the guidance program to enhance individual student education and development.

8. Ability to formulate proposals for additional funding, supervise the implementation of funded projects, and maintain effective public relations with funding agencies, KSDE, and other state and community agencies.
9. Ability to establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
10. Ability to orient newly assigned staff members and assist in their development.
11. Ability to operate an ongoing program of staff development designed to help teachers stay current on developments in their fields and in education.
12. Ability to involve teachers in the design and implementation of school policies/practices to take advantage of the collective expertise of the faculty.
13. Ability to evaluate and counsel all staff members regarding their individual and group performance.
14. Ability to prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
15. Ability to participate in leadership meetings as required.
16. Ability to prepare and submit the school's budgetary requests and monitor expenditures of funds.
17. Ability to maintain and control the various local funds generated by student activities.
18. Ability to cooperate with college and university officials regarding teacher training and preparation.
19. Ability to work with various members of the central administrative staff in support areas, i.e., transportation, food services, custodial/maintenance.
20. Ability to inform faculty and staff of policy changes and new programs.
21. Coordinate the Professional Development Council, providing the leadership necessary to develop, create, implement, and monitor all aspects of a highly effective professional learning program.

22. Ability to coordinate the District instructional coaching program.
23. Ability to keep the Superintendent of Schools informed of the school's activities, problems, and successes.
24. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
25. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
26. Ability to serve as a resource person for District staff in meeting the needs of students who drop out or are potential dropouts from the traditional educational environment.
27. Ability to perform other tasks and assume other responsibilities as assigned by the Superintendent or designee.
28. Ability to serve on advisory boards and committees of community agencies as appointed by the Superintendent or designee.

**Terms of Employment:** 11 months

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
**02/16/2010**

## **SUMMER SCHOOL PRINCIPAL**

### **Job Description**

**Purpose:** The Summer School Principal provides professional leadership in organizing, administering, supervising, and evaluating a creative school program. To accomplish these tasks, the Summer School Principal works closely with the community, staff, and administration of the District.

**Responsible to:** Executive Director of the Div. of Student Learning

**Supervises:** Operation of summer academic courses, including professional and custodial staff, recordkeeping, reporting, instructional supplies and resources, student enrollment/counseling/performance.

**Payment rate:** Salary and benefits to be determined by the Board of Education

#### **Qualifications:**

1. Certified secondary building administrator, appointed by the Board.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement.

#### **Essential Functions:**

1. Provide professional leadership in organizing, administering, supervising, and evaluating a creative summer school program.
2. Establish an optimal learning environment within the summer school.
3. Ensure that all summer school programs and activities conform to District guidelines.
4. Communicate effectively with members of the school district and community.
5. Work effectively with community organizations.
6. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.

7. Support the value of an education.
8. Support the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Must work in noisy and crowded environments.

**General Responsibilities:**

1. Identify, obtain, and manage the resources necessary to accomplish the above-stated goals.
2. Provide guidelines and counseling for students whenever it may be helpful.
3. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
4. Performs such other tasks and assumes such other responsibilities as assigned by the Executive Director of the Division of Student Learning.

**Term of Employment:** Eight weeks, beginning on the first day of summer classes. The length of the work day shall be consistent with that required for adequate staff and student supervision and support.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

## **Superintendent of Schools Job Description**

**Purpose:** The Superintendent of Schools provides leadership to coordinate and supervise the effective operation of the school district. To accomplish these tasks, the Superintendent works closely with the community, staff, administration, and Board of Education of U.S.D. No. 202.

**Responsible to:** Board of Education

**Payment rate:** Salary and benefits to be determined by the Board of Education

### **Qualifications:**

1. Must hold a district level Kansas Administrator Certificate.
2. Doctorate preferred.
3. Previous experience as an administrator.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide professional leadership in organizing, administering, supervising, and evaluating the effective operation of the school district.
2. Ability to establish an optimum learning environment within the district.
3. Ability to ensure all school programs and activities conform to federal, state, and district guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to work effectively with community organizations.
6. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.

7. Ability to work to implement the vision and mission of the District.
8. Ability to supervise, direct, motivate, and correct employees' job performance.
9. Ability to model commitment and dedication to work.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to oversee the general operation of the school district.
2. Ability to administer the policies, rules, and regulations of the Board of Education.
3. Ability to provide leadership, information, and recommendations to assist the Board of Education in making prudent decisions regarding the operation and management of the schools.
4. Ability to supervise the development and administration of the annual school district budget.
5. Ability to recommend the use of funds for emergency purposes that have not been specifically identified in the budget.
6. Ability to develop a functioning educational philosophy consistent with the values of the community, teachers, school administration, and Board of Education.
7. Ability to communicate openly and effectively with students, community, staff, and administration.
8. Ability to promote an informed, working relationship between the school district and its patrons.
9. Ability to develop an atmosphere of respect, interest, and enthusiasm within the school district.
10. Ability to recognize and encourage outstanding performance by persons within the school district.

11. Authorize all final employee recommendations to the Board of Education.
12. Ability to provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication, and upgrade instruction.
13. Ability to develop a comprehensive curriculum and program of services in cooperation with staff and administration.
14. Ability to establish a comprehensive program for the evaluation and improvement of the operations of the school district.
15. Ability to comply with legal and regulatory requirements of the various governmental agencies.
16. Ability to keep current on new information, innovative ideas and techniques by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
17. Ability to play an active role in the training of school leadership council.
18. Ability to serve as coordinator of the Student Resource Assistant program.
19. Ability to serve as co-chair of the District Technology Team.
20. Ability to coordinate the District's Special Service program through its supervisor.
21. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Perform all duties required by state and federal statutes and by Board of Education policy and action.

**Terms of Employment:** Twelve months a year. Salary to be set by the Board of Education. Two-year contract, subject to annual extension.

**Evaluation:** Performance will be evaluated annually by the Board of Education.

**Approved:**  
12/21/99

## **Supervisor of Business Services Job Description**

**Purpose:** Plan, manage and direct assigned functions relating to fiscal management, control and analysis; develop, control and monitor the budgets and accounts of the District; supervise and evaluate the performance of assigned personnel.

**Responsible to:** Superintendent of Schools

**Payment Rate:** Salary and benefits established by the Board of Education

**Qualifications:**

1. Any combination equivalent to: bachelor's degree in accounting, finance, business administration or related field and five years increasingly responsible supervisory experience.
2. Health and Inoculation Certificate on file in the Central Office.
3. Desire to continue career improvement by enhancing skills and job performance.
4. A minimum of 3 years' experience operating a school budget.
5. Appropriate course work in Kansas school finance.

**Essential Functions:**

1. Manage all aspects of District finances and business services.
2. Develop in-service programs for business personnel and support staff under his/her supervision.
3. Interpret the business area of educational programs to the community at large.
4. Consult with the Superintendent and other personnel on questions relating to the District's fiscal affairs.
5. Complete application for state funds.
6. Implement and follow all District health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Ability to occasionally work in a noisy and crowded environment with numerous interruptions.
3. Requires some travel.
4. May require evening and weekend work.

**General Responsibilities:**

1. Develop and administer a program for purchasing supplies and equipment.
2. Establish and supervise a program of accounting and reporting for the financial affairs of the District.
3. Supervise data processing procedures to provide management information, evaluation techniques, and long-range forecasts.
4. Supervise clerical personnel in the business office.
5. Manage the District's real estate and insurance programs.
6. Supervise the development of monthly and annual financial reports as required.
7. Prepare the budget in cooperation with the Superintendent and Board of Education and administer a budget control program.
8. Submit a monthly statement to the Board detailing the status of each appropriation item.
9. Act as advisor to the Superintendent on the school budget and all other business and financial questions.
10. Prepare financial reports as required by the state and federal agencies having jurisdiction over public school funds.

11. Attend Board of Education meetings as directed.
12. Invest District funds not currently in use in accord with Board policies.
13. Work jointly with other administrators in the preparation of plans, bid forms, and specifications of new construction, alterations, and improvements of the school plant in accordance with Board policy.
14. Work with technology/computer systems.
15. Review and approve grant applications.
16. Review and approve external facility usage requests.
17. Supervise the Food Service Department.
18. Supervise, direct, motivate, and correct employees' job performance.
19. Communicate and work effectively and cooperatively with the School District.
20. Model commitment and dedication to work.
21. Work independently and without supervision, and complete work in an efficient manner.
22. Work to implement the vision and mission of the District.
23. React to change in an instructional and productive manner, and handle other tasks as assigned.
24. Perform such other tasks and assume such other responsibilities as directed by the Superintendent.

**Term of Employment:** 12 months (251 Days)

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

4/20/21

## **Supervisor of Facilities Job Description**

**Purpose:** The Supervisor of Facilities maintains school buildings and grounds in top maintenance condition to ensure full and productive use of district facilities. To accomplish these tasks, the Supervisor of Facilities must work closely with the staff and administration of the District. After hours and weekend work as needed. Carries a cell phone.

**Responsible to:** Superintendent of Schools

**Payment Rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office.
3. Experience as supervisor of institutional building grounds operations.
4. Experience in the maintenance field with skills in areas such as electrical, plumbing, refrigeration, etc. Certification and/or licensure preferred.
5. Able to manually lift a maximum of 60 pounds.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ensure routine maintenance of all school buildings and grounds.
2. Ensure that building/grounds activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Appropriately operate all vehicles and equipment as necessary.
6. Work to implement the vision and mission of the District.
7. Manage workloads and set priorities.
8. Train and motivate Maintenance, Custodial, and Grounds staff.
9. Respond to Security, Maintenance, Custodial, and Grounds calls as required.
10. Supervise internal school facility usage requests.
11. Work with technology/computer systems.
12. Supervise, direct, motivate, and correct employees' job performance.
13. Model commitment and dedication to work.
14. Work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending. Turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round in extreme temperatures.
5. Must occasionally work in noisy, crowded, and stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Maintain school building and grounds in top condition (considering budget and Board direction).

2. Conduct inspections of buildings and grounds, and establish maintenance and repair schedules for district facilities.
3. Plan and oversee all maintenance and repair work.
4. Evaluate the performance of custodial and maintenance staff on a regular basis.
5. Inspect buildings for cleanliness and write plans of improvement as needed.
6. Tour and be seen by evening custodial staff after hours. Follow up on their requests for needed supplies.
7. Develop a system for dealing with emergency repair problems with efficiency.
8. Maintain an up-to-date inventory of school property.
9. Consult and cooperate with directors, principals, and others who will use the items to be purchased in developing specifications.
10. Arrange for the services of outside contractors as needed.
11. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance, custodial, and repair projects.
12. Order and maintain suitable supplies, tools and equipment according to the maintenance staff.
13. Monitor the time records of custodial and maintenance staff.
14. Confer with school principals and other parties in making plans for landscaping, planning, and maintenance of various school grounds.
15. Ensure that all activities conform to government regulations protecting the health, safety, and right of employees of the public (including, but not limited to, asbestos, hazardous chemicals, access to building by the handicapped, and playground safety).
16. Prepare reports on costs of work done, materials used, and labor expended.
17. Attend Board of Education meetings or work sessions as directed by the Board and Superintendent.
18. Keep current on new information, innovative ideas and techniques by attending conferences and reading professional literature, and shares such information with the appropriate personnel in the District.
19. Project needs for maintenance of buildings/grounds, and assist in the preparation of the operational budget.
20. Provide Basic Asbestos Awareness Training for all Facilities staff.
21. Implement and follow all District health and safety policies, including all precautions of the Blood borne Pathogen Exposure Control Plan
22. Perform such other tasks and assume such other responsibilities as directed by the Superintendent.

**Term of Employment:**

12 months (251 Days)

**Evaluation:**

Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

4/20/21

## **Supervisor of Transportation Job Description**

**Purpose:** The Supervisor of Transportation coordinates and supervises district transportation services to ensure that students enjoy the full advantage of school district programs and activities. To accomplish these tasks the Supervisor of Transportation must work closely with the staff and administration of the District.

**Responsible to:** Assistant Superintendent of Administrative Services

**Payment rate:** Salary and benefits established by the Board of Education

**Qualifications:**

1. High School graduate required.
2. College experience preferred.
3. Prefer prior experience in a transportation system.
4. Valid CDL license with required endorsements.
5. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
6. Complete state-required physical examination for Bus Drivers (after employment offer is made).

**Essential Functions:**

1. Ability to coordinate and supervise District transportation services to ensure that students enjoy the full advantage of school district programs and activities.
2. Ability to ensure all activities conform to State School Transportation guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
5. Ability to appropriately operate all vehicles and equipment as necessary.
6. Ability to work to implement the vision and mission of the District.

7. Ability to work with technology/computer systems.
8. Ability to supervise, direct, motivate, and correct employees' job performance.
9. Ability to model commitment and dedication to work.
10. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Requires driving skills, including ability to operate vehicle at night.
6. May require lengthy and overnight travel.
7. Must work indoors and outdoors year-round.
8. Must work in noisy, crowded, stressful environments, with numerous interruptions.
9. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to project needs for student transportation services and assist in the preparation of the operational budget.
2. Ability to establish district transportation routes, stops, and schedules, and assign regular and substitute drivers.
3. Ability to hire, assign, train, and evaluate transportation employees.
4. Ability to ensure that transportation facilities are properly maintained.

5. Ability to maintain accurate records:
  - a. Time cards of transportation employees.
  - b. Driver physicals, defensive driving courses, and first aid class attendance.
  - c. Cost of maintenance and fuel.
  - d. Lubrication, maintenance, and repair.
  - e. Roster of students transported.
  - f. Driver safety meetings.
  - g. Inspections
6. Ability to ensure that all district vehicles are in optimum condition and meet all safety requirements.
7. Ability to ensure that all vehicles used for student transportation are inspected annually by the Kansas Highway Patrol according to Kansas School Transportation Regulations.
8. Ability to organize monthly bus driver safety meetings according to Kansas School Transportation Regulations.
9. Ability to ensure supervision of the loading and unloading of school transportation passengers according to Kansas School Transportation Regulations.
10. Ability to ensure that buses are inspected prior to each route or activity trip, and that inspection forms are properly filed.
11. Ability to ensure that safety regulations are observed at all times.
12. Ability to report all accidents and file required accident reports with the Assistant Superintendent of Administrative Services.
13. Immediately notify the Assistant Superintendent of Administrative Services of any buses that are running behind schedule.
14. Ability to check roads during inclement weather and recommend cancellation of routes due to weather or road condition.
15. Ability to act as liaison between the District and transportation contractors.
16. Ability to observe and follow all school district policies during all activities.
17. Keep current on new information, innovative ideas and techniques by attending conferences and reading professional literature, and shares such information with the appropriate personnel in the District.

18. Ability to meet with parents and staff regarding transportation issues.
19. Ability to resolve, discuss and communicate transportation issues with the appropriate administrators.
20. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Other duties as assigned by the Assistant Superintendent of Administrative Services.

**Terms of Employment:** 12 Months (251 Days)

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

## **Assessment Specialist Job Description**

**Purpose:** The Assessment Specialist will assist schools and district staff in generating, reporting and analyzing school improvement data.

**Responsible to:** Executive Director of Student Learning

**Payment rate:** Salary and benefits as established by the Board of Education.

**Qualifications:**

1. Educational background and training in the arena of educational tests and measurements.
2. Experience using technology to process assessment data and develop reports.
3. Ability to communicate effectively and to work with others to solve problems.
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to assist in the administration of tests.
2. Ability to prepare reports with appropriate scoring interpretations.
3. Ability to develop, maintain, and enlarge a library of all assessment resources.
4. Ability to assist with committee and study groups as necessary.
5. Ability to ensure all activities conform to District guidelines.
6. Ability to communicate and work effectively and cooperatively with members of the school district and community.
7. Ability to work to implement the vision and mission of the District.
8. Ability to work with technology/computer systems
9. Ability to supervise, direct, motivate, and correct employeesí job performance.
10. Ability to model commitment and dedication to work.
11. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Occasional stooping, bending, kneeling, reaching and turning.
2. Requires some travel in a personal car or District vehicle.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to set yearly calendar for assessments.
2. Ability to organize/distribute materials and train in the administration of tests.
3. Ability to collect data on Iowa Test of Basic Skills/TAP, Kansas Assessment Programs, Gates-MacGinitie Reading tests, Criterion Reference tests, Career Choice Tests, Six-Trait Writing Portfolios, and Individual Reading Inventory.
4. Ability to make CRT tests available for continuous classroom use. Manage computer data bases for all District assessments, as appropriate.
5. Ability to prepare reports with appropriate scoring interpretations, and distribute.
6. Ability to publicize use of library to professionals in the District.
7. Ability to educate and train staff, building level teams, and administrators about the value of assessment results and issues.
8. Ability to visit buildings and develop training modules.
9. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other duties and assume other responsibilities as assigned by the Executive Director of Student Learning, other Administrative Staff.

**Term of Employment:** Academic school year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approval:  
12/21/99

## **Classroom Instructor Job Description**

**Purpose:** The Classroom Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Classroom Instructor must work closely with other staff, and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
6. Ability to be mobile in the classroom.
7. Ability to monitor student achievement and teacher (self) effectiveness, and make changes in instruction techniques to improve student achievement.

8. Ability to work to implement the vision and mission of the District.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employees' job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities.
3. Requires occasional stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to plan and implement effective lessons, using time, materials and resources effectively, maintaining current curriculum and instructional practices.
2. Ability to motivate students through effective communication and evaluative feedback.
3. Ability to display a thorough knowledge of curriculum and subject matter.
4. Ability to demonstrate awareness of the needs of students and provide for individual differences.
5. Ability to set high expectations for student achievement and behavior.
6. Ability to model appropriate speech, dress, behavior, etc.
7. Ability to demonstrate effective interpersonal relationships with others.
8. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
9. Ability to coordinate and supervise field trips.

10. Ability to assist with the activities of student organizations.
11. Ability to attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house, as negotiated.
12. Ability to observe and follow all school district policies during all activities.
13. Ability to keep student, personnel information and records confidential.
14. Ability to obtain advance approval of the Principal for all outside activities and expenditure according to the current budget.
15. Ability to assess students using multi-level assessment instruments.
16. Ability to substantiate assessments by effective record-keeping.
17. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Ability to perform other professionally related duties and assume other responsibilities as assigned by the Principal or Assistant Principal.

**Term of Assignment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Elementary School Counselor Job Description**

**Purpose:** The Elementary School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, the Elementary Counselor must work closely with the other staff and administration of the school district.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Masters Degree from an accredited college/university.
2. Two years' accredited teaching experience.
3. Current Kansas State Teaching Certificate with appropriate endorsement on file in the Central Office.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to help students attain an optimum level of personal and social adjustment.
2. Ability to consult and work cooperatively with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. React to change in an instructional and productive manner, and handle other tasks as assigned.
6. Ability to work to implement the vision and mission of the District.

7. Ability to work with technology/computer systems.
8. Ability to supervise, direct, motivate, and correct employees' job performance.
9. Ability to model commitment and dedication to work.
10. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
2. Ability to consult with parents, teachers, administrators, and supporting agencies concerning the educational needs and abilities of students.
3. Ability to implement a comprehensive appraisal process by:
  - a. selecting and administering appropriate ability, achievement, and interesting tests,
  - b. visiting with students and interviewing interested adults, and
  - c. interpreting results to students, teachers, administrators, and parents.
4. Ability to update and maintain confidential student records, including cumulative transcripts and student files.
5. Ability to keep student records confidential.
6. Ability to identify students with special needs and make appropriate recommendations and referrals.
7. Ability to implement an effective program of educational and career planning.
8. Ability to assist in a continuous program of student orientation.

9. Ability to assist in making recommendations for school curriculum and instructional practices.
10. Ability to assist with the activities of student organizations.
11. Ability to attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
12. Ability to observe and follow all school district policies during all activities.
13. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
14. Obtain advance approval of the Principal for all activities and expenditures according to the current budget.
15. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other duties and assume other responsibilities as assigned by the Principal or other Administrative Staff.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **ESL Coordinator Job Description**

**Purpose:** The ESL (English as Second Language)/Coordinator creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the ESL/Coordinator must work closely with other staff and administration of the District.

**Responsible to:** Principal/ESL Director

**Payment rate:** According to negotiated agreement

**Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate, with ESL endorsement, on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
6. Ability to be mobile in the classroom.
7. Ability to monitor student achievement and teacher (self) effectiveness, and make changes to instruction techniques to improve student achievement.

8. Ability to work to implement the vision and mission of the District.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities.
3. Requires occasional stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to plan and implement effective lessons, using time, materials and resources effectively, maintaining current curriculum and instructional practices.
2. Ability to motivate students through effective communication and evaluative feedback.
3. Ability to display a thorough knowledge of curriculum and subject matter.
4. Ability to demonstrate awareness of the needs of students and provide for individual differences.
5. Ability to set high expectations for student achievement and behavior.
6. Ability to model appropriate speech, dress, behavior, etc.
7. Ability to demonstrate effective interpersonal relationships with others.
8. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
9. Ability to coordinate and supervise field trips.
10. Ability to assist with the activities of student organizations.

11. Ability to attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house, as negotiated.
12. Ability to observe and follow all school district policies during all activities.
13. Ability to obtain advance approval of the ESL Director for all outside activities and expenditures according to the current budget.
14. Ability to assess students using multi-level assessment instruments.
15. Ability to substantiate assessments by effective record-keeping.
16. Ability to implement training for ESL paraeducators.
17. Ability to establish a schedule for ESL classes, small groups, and individual student sessions.
18. Ability to establish guidelines for entrance and exit of the ESL program.
19. Ability to implement testing of all ESL students and new candidates for the ESL program.
20. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Ability to perform other duties and assume other responsibilities as assigned by the ESL Director, or other Administrative Staff.

**Term of Assignment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approval:**  
12/21/99

## **Helping Teacher Job Description**

**Purpose:** The Helping Teacher serves as an instructional/curriculum specialist and resource person to the elementary school and middle school teachers in the District.

**Responsible to:** Executive Director of the Division of Student Learning

**Payment rate:** Salary and benefits determined annually by the Board of Education

### **Qualifications:**

1. Master's Degree from an accredited college/university in an education-related area.
2. Current Kansas State Teaching Certificate on file in the Central Office.
3. Must have no less than three years of successful teaching experience.
4. Must become trained in the areas of effective schools, cooperative learning, peer coaching, peer tutoring, reciprocal teaching, and other research-based pedagogical strategies.
5. Must be a tenured teacher in the District.
6. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
7. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to ensure all activities conform to District guidelines.
2. Ability to communicate and work effectively, and cooperatively with members of the school district and community.
3. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
4. Ability to work to implement the vision and mission of the District.
5. Ability to work with technology/computer systems.

6. Ability to supervise, direct, motivate, and correct employee's job performance.
7. Ability to model commitment and dedication to work.
8. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities.
3. Must occasionally stoop, bend, kneel, reach, and turn.

**General Responsibilities:**

1. Ability to assist in new teacher orientation and guides teachers new to the elementary schools/middle school in acclimating them to their classrooms, to the District and to the profession.
2. Ability to support teachers through such processes as cooperative planning, team-teaching, peer coaching, and feedback.
3. Ability to assist teachers through providing and modeling new instructional methods and strategies related to the respective site's school improvement plan.
4. Ability to provide resources and research to teachers.
5. Ability to conduct staff development as requested by building principals and leadership councils.
6. Ability to assist in the implementation of the District curriculum at the school site level.
7. Ability to assist in helping leadership councils in selecting and implementing instructional strategies which will lead to higher student achievement.
8. Ability to assist leadership councils in planning, developing, and implementing a system for frequent monitoring of student progress.
9. Ability to work with the Assessment Specialist to collect, disaggregate and interpret student achievement data for school leadership councils.

10. Ability to serve as a member of the Professional Development Council.
11. Ability to serve as a member of the Curriculum Council.
12. Ability to organize and maintain a professional library.
13. Ability to participate in summer leadership council training.
14. Ability to receive on-going training in new instructional/pedagogical strategies.
15. Ability to attend meetings of the administrative Leadership Council and elementary principals when so requested.
16. Ability to observe and follow all school district policies during all activities.
17. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Ability to perform other duties and assume other responsibilities as assigned by the Executive Director of the Division of Student Learning.

**Term of Assignment:** Length of contract is 200 days.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **High School Counselor Job Description**

**Purpose:** The High School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, The High School Counselor must work closely with the other staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Masters Degree from an accredited college/university.
2. Two years' accredited teaching experience.
3. Current Kansas State Teaching Certificate on file in the Central Office for certification as a school counselor.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to help students attain an optimum level of personal and social adjustment.
2. Ability to consult and work cooperatively with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
5. Ability to work to implement the vision and mission of the District.
6. Ability to work with technology/computer systems.

7. Ability to supervise, direct, motivate, and correct employees' job performance.
8. Ability to model commitment and dedication to work.
9. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
2. Ability to implement a comprehensive appraisal process by:
  - a. assisting in selecting and administering appropriate ability, achievement, and interesting tests,
  - b. visiting with students and interviewing interested adults, and
  - c. interpreting results to students, teachers, administrators, and parents.
3. Ability to update and maintain confidential student records, including cumulative transcripts and student files.
4. Ability to keep student, personnel information and records confidential.
5. Ability to assist in identifying students with special needs and make appropriate recommendations and referrals.
6. Ability to implement an effective program of educational and career planning.
7. Ability to schedule opportunities for students to visit with resource persons and recruiters about academic and career choices.
8. Ability to maintain a current library of career and college information, and assist students in using the information effectively.

9. Ability to provide information regarding financial aid and scholarships for college and vocational training.
10. Ability to assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
11. Ability to assist in a continuous program of student orientation.
12. Ability to assist in making recommendations for school curriculum and instructional practices.
13. Ability to assist with the activities of student organizations.
14. Ability to observe and follow all school district policies during all activities.
15. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
16. Ability to obtain advance approval of the Principal for all activities and expenditures according to the current budget.
17. Ability to attend and assist when necessary with school events, such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
18. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
19. Ability to perform other duties and assume other responsibilities as assigned by the Principal or other Administrative Staff.

**Terms of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Elementary/Junior High  
In School and Extended School Suspension Supervisor  
Job Description**

**Purpose:** The Elementary/Junior High In School Suspension (ISS) and Extended School Suspension (ESS) Supervisor monitors students as they serve detention for disciplinary reasons. The Elementary/Junior High ISS and ESS Supervisor must work closely with other staff and the administration of the District to ensure that students comply with district detention policies.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

**Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to supervise students who have been assigned to detention/ISS/ESS for disciplinary reasons.
2. Ability to assist the administration in determining student compliance with detention/ISS/ESS policies.
3. Ability to ensure all detention/ISS/ESS-related activities conform to district guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.

6. Ability to work to implement the vision and mission of the District.
7. Ability to work with technology/computer systems.
8. Ability to supervise, direct, motivate, and correct employee's job performance.
9. Ability to model commitment and dedication to work.
10. Ability to work independently and without supervision, and complete work in an efficient manner.
11. Ability to monitor student achievement and teacher (self) effectiveness, and make changes in instruction techniques to improve student achievement.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires occasional stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to supervise students who have been assigned to detention/ISS/ESS for disciplinary reasons.
2. Ability to remove students who do not comply with detention/ISS/ESS policies, and report noncompliance.
3. Ability to provide the office with daily records of attendance, and report daily on the compliance status of detainees.
4. Ability to observe and follow all school district policies during all activities.
5. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
6. Obtain advance approval of the Principal for all activities and expenditures according to the current budget.
7. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

8. Ability to perform other duties and assume other responsibilities as assigned by the Principal or other Administrative Staff.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.

**Approved:**  
12/21/99

## **Elementary Instructional Coach/ Title I Teacher Job Description**

**Purpose:** The instructional coach will positively impact student achievement through the effective implementation of the school improvement plan and district strategic plan. Working in strategic, collaborative partnerships, instructional coaches serve as advocates for continuous improvement by focusing on student outcomes and supporting teachers through job embedded professional development. The Title I Teacher creates a positive learning environment to facilitate the personal, social, and intellectual development of students, with a special focus on remediation of reading and math. To respond to the individual needs and abilities of students, the Title I Teacher must work closely with other staff and administration of the District.

**Responsible to:** Assistant Superintendent of Student Services, or designee

**Supervises:** N/A

**Payment rate:** Salary and benefits determined by Negotiated Agreement

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or demonstrated qualities consistent with a master teacher.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions (Elementary Instructional Coach):**

1. Provide on-going professional development at a variety of levels: individual, grade level, school-wide, interest/study groups.
2. Provide instructional support through planning, modeling, co-teaching, and reflection.
3. Attend professional development and specified training to enhance knowledge and skills.
4. Observe student response to instruction, providing constructive feedback to staff.
5. Serve as an assessment resource.
6. Assist in the collection, analysis, and presentation of student assessment data.

7. Assist in the planning and implementation of standards-based curriculum.
8. Provide classroom support in the implementation of standards-based curriculum and best practices.
9. Assist in the organization, maintenance, and distribution of curricular materials.
10. Provide coordination and training of general education support staff to address learning needs of at-risk students.
11. Track progress of at-risk students/student improvement plans.
12. Assist the principal and school improvement team in the planning and implementation of the school's effort to increase student achievement in all areas.
13. Meet regularly with the principals to assess needs and coordinate support activities.
14. Support Title I parent involvement related partnerships/activities in the schools.

**Essential Functions (Title I Teacher):**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
6. Ability to be mobile in the classroom.
7. Ability to monitor student achievement and teacher (self) effectiveness.
8. Ability to implement the vision and mission of the District.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities.
3. Requires occasional stooping, bending, kneeling, reaching, and turning.

**General Responsibilities (Elementary Instructional Coach):**

1. Ability to work cooperatively with all segments of the school community.
2. Ability to lead group processes with small and large groups of learners at all ages.
3. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. Ability to perform other tasks and assume other responsibilities as assigned by the Assistant Superintendent of Student Services, or designee.

**General Responsibilities (Title I Teacher):**

1. Ability to direct small group instruction in reading and math.
2. Ability to collaborate and plan with classroom teachers.
3. Ability to support student improvement plans and District curriculum.
4. Ability to administer diagnostic tests related to reading and math.
5. Ability to participate in all aspects of the school improvement process for assigned building.
6. Ability to provide instruction to students in a variety of settings as dictated by student and school needs, including team teaching and one-on-one instruction.
7. Ability to use appropriate technology, including the Waterford lab.
8. Ability to display a thorough knowledge of curriculum and subject matter.
9. Ability to set high expectations for student achievement and behavior.
10. Ability to demonstrate effective interpersonal relationships with others.

11. Ability to observe and follow all school district policies during all activities.
12. Ability to obtain advance approval of the Principal for all outside activities and expenditures according to the current budget.
13. Ability to perform other professionally related duties and assume other responsibilities as assigned by the Principal or his/ her designee.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
3/23/10

## **Elementary Instructional Coach Job Description**

**Purpose:** The instructional coach will positively impact student achievement through the effective implementation of the school improvement plan. Working in strategic, collaborative partnerships, instructional coaches serve as advocates for continuous improvement by focusing on student outcomes and supporting teachers through job-embedded professional development.

**Responsible to:** Assistant Superintendent of Student Services, or designee

**Supervises:** N/A

**Payment rate:** Salary and benefits determined by Negotiated Agreement

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or demonstrated qualities consistent with a master teacher.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Provide on-going professional development at a variety of levels: individual, grade level, school-wide, interest/study groups.
2. Provide instructional support through planning, modeling, co-teaching, and reflection.
3. Attend professional development and specified training to enhance knowledge and skills.
4. Observe student response to instruction, providing constructive feedback to staff.
5. Serve as an assessment resource.
6. Assist in the collection, analysis, and presentation of student assessment data.
7. Assist in the planning and implementation of standards-based curriculum.

8. Provide classroom support in the implementation of standards-based curriculum and best practices.
9. Assist in the organization, maintenance, and distribution of curricular materials.
10. Provide coordination and training of general education support staff to address learning needs of at-risk students.
11. Track progress of at-risk students/student improvement plans.
12. Assist the principal and school improvement team in the planning and implementation of the school's effort to increase student achievement in all areas.
13. Meet regularly with the principals to assess needs and coordinate support activities.
14. Support Title 1 parent involvement related partnerships/activities in the schools.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to work cooperatively with all segments of the school community.
2. Ability to lead group processes with small and large groups of learners at all ages.
3. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. Ability to perform other tasks and assume other responsibilities as assigned by the Assistant Superintendent of Student Services, or designee.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

5/2/06

**Revised:**

3/24/09

## **Secondary Instructional Coach Job Description**

**Purpose:** The instructional coach will positively impact student achievement through the effective implementation of the school improvement plan. Working in strategic, collaborative partnerships, instructional coaches serve as advocates for continuous improvement by focusing on student outcomes and supporting teachers through job-embedded professional development.

**Responsible to:** Principal or designee

**Supervises:** N/A

**Payment rate:** Salary and benefits determined by Negotiated Agreement

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or demonstrated qualities consistent with a master teacher.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Provide on-going professional development at a variety of levels: individual, grade level, school-wide, interest/study groups.
2. Provide instructional support through planning, modeling, co-teaching, and reflection.
3. Attend professional development and specified training to enhance knowledge and skills.
4. Observe student response to instruction, providing constructive feedback to staff.
5. Serve as a building assessment coordinator.
6. Assist in the collection, analysis, and presentation of student assessment data.
7. Assist in the planning and implementation of standards-based curriculum.

8. Provide classroom support in the implementation of standards-based curriculum and best practices.
9. Assist in the organization, maintenance, and distribution of curricular materials.
10. Provide coordination and training of general education support staff to address learning needs of at-risk students.
11. Track progress of at-risk students/student improvement plans.
12. Assist the principal and school improvement team in the planning and implementation of the school's effort to increase student achievement in all areas.
13. Meet regularly with the principal to assess building needs and coordinate support activities.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to work cooperatively with all segments of the school community.
2. Ability to lead group processes with small and large groups of learners at all ages.
3. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. Ability to perform other tasks and assume other responsibilities as assigned by the principal.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

5/2/06

**Revised:**

3/24/09

**Revised:**

4/19/11

**Secondary Language Arts Instructional Coach  
Job Description**

**Purpose:** The instructional coach will positively impact student achievement through the effective implementation of the school improvement plan. Working in strategic, collaborative partnerships, instructional coaches serve as advocates for continuous improvement by focusing on student outcomes and supporting teachers through job-embedded professional development.

**Responsible to:** Principal or designee

**Supervises:** N/A

**Payment rate:** Salary and benefits determined by Negotiated Agreement

**Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or demonstrated qualities consistent with a master teacher.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Provide on-going professional development at a variety of levels: individual, grade level, school-wide, interest/study groups.
2. Provide instructional support through planning, modeling, co-teaching, and reflection.
3. Attend professional development and specified training to enhance knowledge and skills.
4. Observe student response to instruction, providing constructive feedback to staff.
5. Serve as a building assessment resource.
6. Assist in the collection, analysis, and presentation of student assessment data.
7. Assist in the planning and implementation of standards-based curriculum.

8. Provide classroom support in the implementation of standards-based curriculum and best practices.
9. Assist in the organization, maintenance, and distribution of curricular materials.
10. Provide coordination and training of general education support staff to address learning needs of at-risk students.
11. Track progress of at-risk students/student improvement plans.
12. Assist the principal and school improvement team in the planning and implementation of the school's effort to increase student achievement in all areas.
13. Meet regularly with the principal to assess building needs and coordinate support activities.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to work cooperatively with all segments of the school community.
2. Ability to lead group processes with small and large groups of learners at all ages.
3. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. Ability to perform other tasks and assume other responsibilities as assigned by the principal.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
6/1/10

## **Secondary Mathematics Instructional Coach Job Description**

**Purpose:** The instructional coach will positively impact student achievement through the effective implementation of the school improvement plan. Working in strategic, collaborative partnerships, instructional coaches serve as advocates for continuous improvement by focusing on student outcomes and supporting teachers through job-embedded professional development.

**Responsible to:** Principal or designee

**Supervises:** N/A

**Payment rate:** Salary and benefits determined by Negotiated Agreement

### **Qualifications:**

1. Appropriate certification for the position.
2. Minimum of three years successful experience in teaching and/or demonstrated qualities consistent with a master teacher.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Provide on-going professional development at a variety of levels: individual, grade level, school-wide, interest/study groups.
2. Provide instructional support through planning, modeling, co-teaching, and reflection.
3. Attend professional development and specified training to enhance knowledge and skills.
4. Observe student response to instruction, providing constructive feedback to staff.
5. Serve as a building assessment resource.
6. Assist in the collection, analysis, and presentation of student assessment data.
7. Assist in the planning and implementation of standards-based curriculum.

8. Provide classroom support in the implementation of standards-based curriculum and best practices.
9. Assist in the organization, maintenance, and distribution of curricular materials.
10. Provide coordination and training of general education support staff to address learning needs of at-risk students.
11. Track progress of at-risk students/student improvement plans.
12. Assist the principal and school improvement team in the planning and implementation of the school's effort to increase student achievement in all areas.
13. Meet regularly with the principal to assess building needs and coordinate support activities.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to work cooperatively with all segments of the school community.
2. Ability to lead group processes with small and large groups of learners at all ages.
3. Ability to keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
4. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. Ability to perform other tasks and assume other responsibilities as assigned by the principal.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

6/1/10

## **Instructional Technology Specialist (Elementary) Job Description**

**Purpose:** The Instructional Technology Specialist will support educators in implementing rigorous, standards-based, technology rich instruction throughout the district.

**Responsible to:** Superintendent of Schools

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Current Kansas State Teaching Certificate on file in the Central Office.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.
4. Classroom Teaching Experience

### **Essential Functions:**

1. Facilitate the introduction and implementation of multiple technologies in PreK-6 classrooms.
2. Provide leadership and generate support for a district wide commitment to technology integration and standards based instructional models.
3. Facilitate on-going collaborative coaching and learning activities that address research-based instructional models.
4. Assist teachers in aligning their teaching with appropriate standards, curriculum, and assessments.
5. Assist teachers with analysis and interpretation of building data from state and local assessments.
6. Communicate with district and building administrators to ensure a high functioning instructional team.
7. Assist with district planning and professional development activities.
8. Assist with the development of district curriculum, instruction, and assessments.
9. Participate in ongoing professional development for instructional specialists.

**Physical Requirements/Environmental Conditions:**

1. May require some travel.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Requirements:**

1. Understanding of adult learning principles.
2. Ability to plan and implement small and large group learning activities.
3. Ability to model and promote technology integration practices in PreK-6 classrooms.
4. Understanding of Kansas Curricular Standards.
5. Understanding of PreK-6 instruction and assessment strategies.
6. Understanding of Windows Operating System and educational hardware components.
7. Proficiency with educational software.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

1/22/08

## **Instructional Technology Specialist (Secondary) Job Description**

**Purpose:** The Instructional Technology Specialist will support educators in implementing rigorous, standards-based, technology rich instruction throughout the district.

**Responsible to:** Superintendent of Schools

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Current Kansas State Teaching Certificate on file in the Central Office.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.
4. Classroom Teaching Experience

### **Essential Functions:**

1. Facilitate the introduction and implementation of multiple technologies in 7-12 grade classrooms.
2. Provide leadership and generate support for a district wide commitment to technology integration and standards based instructional models.
3. Facilitate on-going collaborative coaching and learning activities that address research-based instructional models.
4. Assist teachers in aligning their teaching with appropriate standards, curriculum, and assessments.
5. Assist teachers with analysis and interpretation of building data from state and local assessments.
6. Communicate with district and building administrators to ensure a high functioning instructional team.
7. Assist with district planning and professional development activities.
8. Assist with the development of district curriculum, instruction, and assessments.
9. Participate in ongoing professional development for instructional specialists.

**Physical Requirements/Environmental Conditions:**

1. May require some travel.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Requirements:**

1. Understanding of adult learning principles.
2. Ability to plan and implement small and large group learning activities.
3. Ability to model and promote technology integration practices in 7-12 grade classrooms.
4. Understanding of Kansas Curricular Standards.
5. Understanding of 7-12 grade instruction and assessment strategies.
6. Understanding of Windows Operating System and educational hardware components.
7. Proficiency with educational software.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

1/22/08

## **Media Technology Specialist Job Description**

**Purpose:** The Media Technology Specialist will support students and educators in implementing rigorous, standards-based, technology rich instruction as well as assist students and staff to make full use of the services and resources of a digital rich library to promote College and Career Readiness Skills.

**Responsible to:** Building Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Appropriate and current Kansas State Teaching Certificate on file in the Central Office.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.
4. Classroom teaching experience preferred

### **Essential Library and Media Technology Functions:**

1. Assist students and staff in utilizing the services and resources of the school library program.
2. Facilitate the introduction and implementation of multiple digital media technologies in classrooms and instruction of digital citizenship.
3. Provide leadership and general support to all classrooms integrating standards based instructional models utilizing technology.
4. Assist with district planning and professional development activities.
5. Establish a positive learning environment and respond to the individual educational needs of students.
6. Ensure all Library and Media activities conform to district guidelines and policies.
7. Communicate and work effectively and cooperatively with members of the school district and community to insure quality programs.
8. Work to implement the vision and mission of the school.
9. Work independently and without supervision, and complete work in an efficient manner.
10. Establish an effective program of library-skills education, using time, materials and resources effectively.
11. Procure and maintain an appropriate inventory of books, non-book materials, equipment, and supplies for the library.
12. Appropriately catalogue and supervise the check-out and return of library resources.
13. Monitor overdue books, and contact parents concerning resource return or fees/ payments.

14. Motivate students through effective communication and evaluative feedback.
15. Demonstrate awareness of the individualized educational needs of students.
16. Set high expectations for student achievement and behavior.
17. Demonstrate effective interpersonal relationships with others.
18. Establish and maintain a positive climate for learning through appropriate classroom management and established rapport.
19. Assist with the activities of student organizations.
20. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
21. Observe and follow all school district policies.
22. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
23. Obtain advance approval of the Principal for all activities and expenditures according to the current budget.
24. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Perform other duties and assume other responsibilities assigned by the Principal or other Administrative Staff.

**Physical Requirements/Environmental Conditions:**

1. May require some travel.
2. Must occasionally work in noisy and crowded environments, with Numerous interruptions.

**General Requirements:**

1. Understanding of adult learning principles.
2. Plan and implement small and large group learning activities.
3. Model and promote technology integration practices in classrooms.
4. Understanding of Kansas Curricular and Common Cores Standards.
5. Understanding of effective instruction and assessment strategies.
6. Understanding of Windows Operating System, Apple Software, I-pad technologies, and other educational hardware components.
7. Proficiency with educational software.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

5/19/15

## **Middle School Counselor Job Description**

**Purpose:** The Middle School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, The Middle School Counselor must work closely with the other staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Masters Degree from an accredited college/university.
2. Two years' accredited teaching experience.
3. Current Kansas State Teaching Certificate on file in the Central Office for certification as a school counselor.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to help students attain an optimum level of personal and social adjustment.
2. Ability to consult and work cooperatively with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
6. Ability to work to implement the vision and mission of the District.

7. Ability to work with technology/computer systems.
8. Ability to supervise, direct, motivate, and correct employees' job performance.
9. Ability to model commitment and dedication to work.
10. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concerns.
2. Ability to implement a comprehensive appraisal process by:
  - a. assisting in selecting and administering appropriate ability, achievement, and interesting tests,
  - b. visiting with students and interviewing interested adults, and
  - c. interpreting results to students, teachers, administrators, and parents.
3. Ability to update and maintain confidential student records, including cumulative transcripts and student files.
4. Ability to keep student, personnel information and records confidential.
5. Ability to assist in identifying students with special needs and make appropriate recommendations and referrals.
6. Ability to implement an effective program of educational and career planning.
7. Ability to schedule opportunities for students to visit with resource persons and recruiters about academic and career choices.

8. Ability to maintain a current library of career and college information, and assist students in using the information effectively.
9. Ability to provide information regarding financial aid and scholarships for college and vocational training.
10. Ability to assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
11. Ability to assist in a continuous program of student orientation.
12. Ability to assist in making recommendations for school curriculum and instructional practices.
13. Ability to assist with the activities of student organizations.
14. Ability to achieve and follow all school district policies during all activities.
15. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities..
16. Ability to obtain advance approval of the Principal for all activities and expenditures, according to the current budget.
17. Ability to attend and assist when necessary with school events, such as musical programs, athletics, student recognition ceremonies, graduation, and open house.
18. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
19. Ability to perform other duties and assume other responsibilities as assigned by the Principal, or other Administrative Staff.

**Terms of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Title I Teacher Job Description**

**Purpose:** The Title I Teacher creates a positive learning environment to facilitate the personal, social, and intellectual development of students, with a special focus on remediation of math and reading deficiencies. In order to respond to the individual needs and abilities of students, the Title I Teacher must work closely with other staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
6. Ability to be mobile in the classroom.
7. Ability to monitor student achievement and teacher (self) effectiveness.

8. Ability to implement the vision and mission of the District.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities.
3. Requires occasional stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to direct small group instruction in reading and math.
2. Ability to collaborate and plan with classroom teachers.
3. Ability to support student improvement plans and District curriculum.
4. Ability to administer diagnostic tests related to reading and math.
5. Ability to participate in all aspects of the school improvement process for assigned building.
6. Ability to provide instruction to students in a variety of settings as dictated by student and school needs, including team teaching and one-on-one instruction.
7. Ability to use appropriate technology, including Computer Curriculum Corporation (CCC) labs.
8. Ability to display a thorough knowledge of curriculum and subject matter.
9. Ability to set high expectations for student achievement and behavior.

10. Ability to demonstrate effective interpersonal relationships with others.
11. Ability to observe and follow all school district policies during all activities.
12. Ability to obtain advance approval of the Principal for all outside activities and expenditures according to the current budget.
13. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Ability to perform other professionally related duties and assume other responsibilities as assigned by the Principal or other Administrative Staff.

**Term of Assignment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **Transition Teacher Job Description**

**Purpose:** The Transition Teacher provides guidance and instruction for students through middle grade levels 6-8, preparing them for a successful high school experience. The Transition Teacher creates a positive learning environment to facilitate the personal, social, and intellectual development of students in an alternative school setting, with a special focus on academic remediation. In order to respond to the individual needs and abilities of students, the Transition Teacher must work closely with other staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university with K-9 certification, including a core curricular area.
2. Current Kansas State Teaching Certificate on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
6. Ability to be mobile in the classroom.

7. Ability to monitor student achievement and teacher (self) effectiveness.
8. Effectively instruct students using principals of differentiated instruction to tailor learning for students participating in the transition program.
9. Ability to effectively utilize technology during instruction, enhancing student learning.
10. Ability to implement the vision and mission of the District.
11. Ability to work with technology/computer systems.
12. Ability to model commitment and dedication to work.
13. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities.
3. Requires occasional stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to direct small group and individualized instruction in the four core disciplines and some exploratory areas.
2. Ability to collaborate and plan with classroom teachers.
3. Ability to support student improvement plans and District curriculum.
4. Ability to interpret student performance data to effectively tailor instruction.
5. Ability to participate in all aspects of the school improvement process for assigned building.
6. Ability to provide instruction to students in a variety of settings as dictated by student and school needs, including team teaching and one-on-one instruction.
7. Ability to use appropriate technology.
8. Ability to display a thorough knowledge of curriculum and subject matter.

9. Ability to set high expectations for student achievement and behavior.
10. Ability to demonstrate effective interpersonal relationships with others.
11. Ability to observe and follow all school district policies during all activities.
12. Ability to obtain advance approval of the Principal for all outside activities and expenditures according to the current budget.
13. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Ability to perform other professionally related duties and assume other responsibilities as assigned by the Principal or other Administrative Staff.

**Term of Assignment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

6/4/13

## **Alternative Services Facilitator (Homebound) Job Description**

**Purpose:** The Alternative Services Facilitator creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Alternative Services Facilitator must work closely with the staff, administration, and parents of the school district. Students served are those who cannot attend classes in their home schools, or who require specific accommodations due to medical or legal restrictions.

**Responsible to:** Director of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Certificate with endorsement in Learning Disabilities or Interrelated Special Education on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to appropriately operate all equipment as required.
6. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.

7. Ability to advocate with staff and administration for best practices to meet the needs of identified students.
8. Ability to work to implement the vision and mission of the school district.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Must maintain an environment where all children can learn at their level of instruction.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. May require some physical exertion, such as stooping, bending, kneeling, reaching and turning.
4. Requires some travel.
5. Will require instruction in home settings.

**General Responsibilities:**

1. Ability to comply with federal law and state regulations regarding special education programs, compliance, and accompanying documents.
2. Ability to assist administrative staff and, when applicable, the IEP, Section 504, or other problem-solving team, in determining a student's need for alternative education services.
3. Ability to obtain documentation from administrative staff, parent, and physician when student has been referred for homebound/hospital services.
4. Ability to contact appropriate authorities when a student is court-ordered to be placed in an alternative setting.

5. Ability to plan, provide and/or coordinate the delivery of educational services/materials according to the student's placement once alternative services are needed. Maintain written documentation regarding grades/credit earned during alternative placement.
6. Ability to collaborate with instructional staff and coordinate with professional staff, i.e., individualized instruction, occupational and physical therapy regarding a student's special instructional needs and the provision of educational materials.
7. Ability to assist with the writing of a student's individual education plan (IEP), Section 504 accommodation plan, and/or functional assessment and behavior management plan when applicable to an alternative setting. Serve as case manager during alternative placement.
8. Ability to attend appropriate meetings to monitor student's progress in an alternative setting.
9. Ability to assist with the transition needs of a student when returning to the home school setting.
10. Ability to keep current on special education law by reading professional journals and attending related professional meetings and workshops.
11. Ability to adhere to required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
12. Ability to display a thorough knowledge of general and Special Education curriculum and subject matter, and practice effective instructional strategies.
13. Ability to demonstrate awareness of the educational needs of students and provide for individual differences.
14. Ability to set high expectations for student achievement and behavior.
15. Ability to consult with parents, teachers, administrators, and others concerning the needs of students and special services that are available.
16. Ability to assist with public awareness activities leading to a better understanding of the needs of exceptional children.
17. Ability to assist students in developing feelings of self-worth and in making social adjustments, permitting them to cope with disabilities.

18. Ability to order and maintain an adequate inventory of materials and supplies according to the current budget.
19. Ability to obtain advance approval for all special activities and expenditures from the Supervisor of Special Services according to the current budget.
20. Ability to maintain appropriate, confidential records and provide timely reports.
21. Ability to keep student information and records confidential.
22. Ability to observe and follow all school district policies during all activities.
23. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
24. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Ability to perform other duties and assume other responsibilities as assigned by the Principal and/or Supervisor of Special Services in accordance with negotiated Agreement.

**Terms of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

2/7/12

### **Assisting Teacher (Special Services) Job Description**

**Purpose:** The Assisting Teacher creates a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Assisting Teacher works closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal and Supervisor of Special Services

**Payment rate:** Salary and benefits as established by the Board of Education

#### **Qualifications:**

1. Associate's Degree and/or at least 60 college hours.
2. Current Kansas State Substitute Teaching Certificate on file in the Central Office.
3. Satisfactory employment rating, including math and spelling ability tests, interview, references, and previous experience with children.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Additional qualifications as the Board of Education may determine appropriate.
6. Desire to continue career improvement, such as evidence of progress toward receiving Kansas State Teacher Certificate, and by enhancing skills and job performance.

#### **Essential Functions:**

1. Ability to assist in facilitating the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment and respond to the individual educational needs of students.
3. Ability to assist in ensuring all activities conform to Federal, State and District guidelines.
4. Ability to assist in communicating and working effectively and cooperatively with members of the school district and community.

5. Ability to assist in appropriately operating all classroom equipment as required.
6. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
7. Ability to assist in advocating with staff and administration for best practices to meet the needs of identified students.
8. Ability to work to implement the vision and mission of the school district.
9. Ability to work with technology/computer systems.
10. Ability to assist in supervising, directing, motivating, and correcting employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and to complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Ability to be physically mobile and interact with students.
2. Ability to travel in school or personal vehicle.
3. Ability to work in noisy and crowded environments, with numerous interruptions.
4. Ability to assist in effectively and calmly restraining a special student as necessary.
5. Ability to assist in maintaining an environment where all children can learn at their level of instruction.

**General Responsibilities:**

1. Ability to plan and implement effective lessons, with supervision, based on student IEP's, using time, materials and resources effectively.
2. Ability to participate as a team member in the comprehensive evaluation, review, and re-evaluation process for special needs students.

3. Ability to participate in the development of student's IEP, and attend staffing and IEP meetings as requested.
4. Ability to assist in the early recognition and prevention of educational problems.
5. Adhere to required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
6. Ability to monitor student progress and make informed, timely educational decisions, and report to parents and other staff, in collaboration with supervisor.
7. Ability to motivate students through effective communication and evaluative feedback.
8. Ability to demonstrate a working knowledge of general and special education curriculum and subject matter, and practice effective instructional strategies in collaboration with supervisor, as needed.
9. Ability to demonstrate awareness of the needs of students and provide for individual differences.
10. Ability to set high expectations for student achievement and behavior.
11. Ability to establish and maintain a positive climate for learning through appropriate classroom management in collaboration with supervisor, as needed, and make an immediate report of accidents, assaults, destruction of property, and abusive behavior to the supervisor and/or principal.
12. Ability to assist with transitional programs for students.
13. Ability to cooperate with agencies serving special needs students and their families.
14. Ability to assist teachers in the implementation of curriculum modifications, appropriate classroom strategies, and behavior management plans.
15. Ability to assist with public awareness activities leading to a better understanding of the needs of exceptional children.
16. Ability to assist students in developing feelings of self-worth and in making special adjustments which permit them to cope with disabilities.
17. Ability to assist in requesting instructional materials and maintaining an adequate inventory of materials and supplies according to the current budget.

18. Ability to maintain, with assistance from supervisor, appropriate confidential records, and provide timely reports.
19. Ability to keep student information and records confidential.
20. Ability to assist with the preparation, care and use of instructional materials and equipment.
21. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.
22. Ability to observe and follow all school district policies during all activities.
22. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
24. Ability to perform other duties and assume other responsibilities as assigned by the Principal and/or Supervisor of Special Services in accordance with negotiated Agreement.

**Terms of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Autism Consultant Job Description**

**Purpose:** The Autism Consultant assists with the provision of an optimum learning environment for students with autism or autism-like behaviors. The Autism Consultant is available to assist special education staff at all grade levels with professional development, resources, and academic and behavioral recommendations related to meeting the needs of student on the autism spectrum.

**Responsible to:** Director of Special Services

**Payment Rate:** Salary and benefits determined by the Negotiated Agreement (plus 3 supplemental days)

### **Qualifications:**

1. Bachelors degree, preferably Masters Degree, from an accredited college or university in a special education area, i.e. Social Work, School Psychology, Behavioral Disorders
2. Valid Kansas Teacher License in at least one area of special education or Kansas Behavioral Sciences Regulatory Board license on file in the Human Resources Office.
3. Experience working with youth with autism or related behaviors.
4. Health and Inoculation Certificate on file in the Human Resources Office (after employment letter is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Assist with the provision of services to provide students with optimum level of personal and social adjustment.
2. Establish a positive learning environment and respond to the individual educational and emotional needs of students.
3. Provide professional leadership to collaboratively problem-solve the effective delivery of research based practices.
4. Ensure all activities conform to Federal, State, and District regulations and/or guidelines.

5. Communicate and work effectively and cooperatively with members of the school district and community organizations and agencies to promote a positive, instructively effective school and district climate.
6. Advocate with staff and administration to provide legally appropriate best practices to meet the needs of individual students.
7. Operate all equipment appropriately if needed to perform duties.
8. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.
9. Implement the vision and mission of the district.

Physical Requirements/Environmental Conditions:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

General Responsibilities:

1. Collaborate with administrative staff, general and special education teachers, related service providers, and para-educators in the planning and implementation of strategies and interventions for students with Autism Spectrum Disorders (ASD).
2. Provide professional development in a variety of formats including individual, small and large groups, and interest/study groups related to serving students with ASD.
3. Provide instructional support through observation, planning, modeling, co-teaching and reflection to facilitate the positive personal, social, and cognitive development of students with ASD to ensure that the legal educational rights of special education students are met, to maintain high expectations for student achievement, and to promote when possible the integration of students into the general education classroom.

4. Observe student response to instruction, providing constructive feedback and direct instruction to professional and paraeducator staff and, as needed, model effective, innovative instructional strategies and/or behavioral interventions for use with students with ASD.
5. Assist as team member during Individual Education Plan (IEP) meetings with the development and presentation of research-based behavior interventions, standards-based academic interventions, and the collection, analysis and presentation of data for students with ASD.
6. Participate as team member in the comprehensive evaluation, review, and reevaluation process for students with ASD or related behaviors.
7. Participate as IEP team member in making state and local assessment decisions and model, when needed, appropriate record-keeping and analysis of data.
8. Recommend, develop if appropriate, and illustrate use of student supports such as visual schedules and social stories and curricular materials for students with ASD.
9. Assist in early recognition and prevention of student concerns by acting as a resource member of the SIT team process when student referred has ASD diagnosis or related behaviors.
10. Keep current on educational developments related to ASD by attending professional meetings, reading professional journals, and other publications to obtain current knowledge of research-based interventions, resources and strategies.
11. Provide clinical services and/or individual or group social skill instruction to students with ASD for the purpose of promote self-sufficiency, appropriate peer relationships and community life skills and monitor and provide written progress notes following the provision of such services.
12. Encourage and model the use of assistive technology to support student learning.
13. Demonstrate effective interpersonal relationships with students, staff, parents, and the community and respond to information requests in a courteous and timely manner.
14. Provide supportive assistance with case-management for students with ASD by providing professional development, demonstrating skills or procedure, and monitoring success of interventions.
15. Assist with advocacy and public awareness leading to increased understanding of students with ASD.

16. Maintain appropriate confidential records and provide documented information in a cooperative, confidential, and timely manner.
17. Obtain approval from Director of Special Services for all activities and expenditures related to provision of ASD services in an effort to provide a comprehensive program of services.
18. Observe all district and school policies while participating in building and system-wide planning and assist with the identification and evaluation of program outcomes especially those related to services for ASD students.
19. Attend staff development in order to implement and follow all Federal, State, and District special education regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Perform other duties and assumes other responsibilities as assigned by the Director of Special Services and according to the Negotiated Agreement.

**Terms of Employment:** Academic year and supplemental days if needed to perform job duties.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of the Kansas Statues and Board of Education policy.

## **Behavior Disorder Instructor Job Description**

**Purpose:** The Behavior Disorder Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Behavior Disorder Instructor must work closely with the staff, administration and parents of the school district.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Certificate with endorsement in Behavior Disorder or Special Education Interrelated on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to appropriately operate all equipment as required.
6. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.

7. Ability to advocate with staff and administration for best practices to meet the needs of identified students.
8. Ability to work to implement the vision and mission of the school district.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employees' job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Ability to maintain an educational environment where all children can learn at their level of instruction.
3. May require some physical exertion, such as stooping, bending, kneeling, reaching, and turning.
4. Ability to work in noisy and crowded environments, with numerous interruptions.
5. Ability to be flexible regarding scheduling, working conditions and locations.

**General Responsibilities:**

1. Ability to assist in the early recognition and prevention of educational problems.
2. Ability to participate as a team member in the comprehensive evaluation, review, and re-evaluation process.
3. Ability to participate in the development of student's IEP's.
4. Ability to plan and implement effective lessons based on student IEP's, using time, materials and resources effectively.
5. Ability to adhere to required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.

6. Ability to monitor student progress and make informed, timely educational decisions.
7. Ability to motivate students through effective communication and evaluative feedback.
8. Ability to demonstrate a thorough knowledge of general and Special Education curriculum and subject matter, and practice effective instructional strategies.
9. Ability to demonstrate awareness of the needs of students and provide for individual educational differences.
10. Ability to set high expectations for student achievement and behavior.
11. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
12. Ability to plan and implement transitional programs for students.
13. Ability to consult with parents, teachers, administrators, and others concerning the needs of students and special services that are available.
14. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
15. Ability to cooperate with general and Special Education agencies serving students and their families.
16. Ability to assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies, and behavior management plans.
17. Ability to assist with public awareness activities leading to a better understanding of the needs of exceptional children.
18. Ability to assist students in developing feelings of self-worth and in making social adjustments which permit them to cope with disabilities.
19. Ability to obtain advance approval for all special activities and expenditures from the Supervisor of Special Services according to the current budget.
20. Ability to order and maintain an adequate inventory of materials and supplies according to the current budget.

21. Ability to maintain appropriate, confidential records, provide timely reports, and keep student information and records confidential.
22. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.
23. Ability to train and monitor paraeducators as assigned.
24. Ability to observe and follow all school district policies during all activities.
25. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
26. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services in accordance with negotiated agreement.

**Term of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

2/7/12

## **Early Childhood Facilitator Job Description**

**Purpose:** The Early Childhood Facilitator assists in the recognition, prevention, and treatment of educational problems of young children. In order to respond to the individual needs and abilities of students, the Early Childhood Facilitator must work closely with the staff, administration and parents of the school district.

**Responsible to:** Supervisor of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Masters Degree from an accredited college/university.
2. Current Kansas State Certificate with endorsement in School Psychology on file in the Central Office.
3. Prefer previous experience working in the area of early childhood education.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist in the recognition, prevention, and treatment of educational problems.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State and District regulations.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to appropriately operate all equipment as required.
6. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.

7. Ability to advocate with staff and administration for best practices to meet the needs of identified students.
8. Ability to work to implement the vision and mission of the school district.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. May require some physical exertion, including stooping, bending, kneeling, reaching, and turning.
3. Ability to work in noisy and crowded environments, with numerous interruptions.
4. Ability to be flexible regarding scheduling, working conditions and locations

**General Responsibilities:**

1. Ability to implement and follow federal law and state regulations regarding special education programs, compliance, and accompanying documents.
2. Ability to provide support services to Family Service Coordinators by assisting with agency referral, staff development and application of special education policies and procedures.
3. Ability to assist in identification and evaluation of at-risk infants and toddlers and writing of Individual Family Service Plans and case management.
4. Ability to coordinate collaboration with other agencies providing early childhood services to children birth through two years of age and their families.
5. Ability to maintain a list of agencies providing services to infants and toddlers.

6. Ability to assist with the transitioning of Part C children into the developmental preschool or other early childhood services provided by the school district and/or community child care providers.
7. Ability to provide direct services to parents and identified Part C children when requested by Family Service Coordinator(s).
8. Ability to assist Family Service coordinator(s) with on-going assessment of child's skill acquisition and comprehensive child growth data.
9. Ability to maintain a database of Part C families.
10. Ability to coordinate with Supervisor of Special Services and coordinator of Wyandotte County Infant Toddler Services compliance monitoring and on-site visits.
11. Ability to serve on a committee of the Wyandotte County Infant Toddler Services, and act as Turner Executive Committee representative when designated by Supervisor of Special Services.
12. Ability to keep current on all new developments related to young children by reading professional journals and attending professional meetings and workshops related to young children.
13. Ability to monitor the success of Part C by collaboratively developing appropriate evaluation methods with the Supervisor of Special Services.
14. Ability to implement and follow required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
15. Ability to observe and follow all school district policies during all activities.
16. Ability to obtain advance approval for all special activities and expenditures from the Supervisor of Special Services according to the current budget.
17. Ability to order and maintain an adequate inventory of materials and supplies according to the current budget.
18. Ability to set high expectations for student achievement and behavior.
19. Ability to consult with parents, teachers, administrators, and others concerning the educational needs of students and special services that are available.

20. Ability to assist with public awareness activities leading to a better understanding of the needs of exceptional children.
21. Ability to complete appropriate confidential records, provide timely reports, and keep student information and records confidential.
22. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services in accordance with negotiated agreement.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **Educational Audiologist Job Description**

**Purpose:** The Educational Audiologist provides hearing evaluation and consultation services to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Educational Audiologist must work closely with the staff, administration and parents of the school district.

**Responsible to:** Director of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Masters Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate with endorsement in School Audiology on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide hearing evaluation and consultation services to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to appropriately operate all equipment as required.
6. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
7. Ability to advocate with staff and administration for best practices to meet the needs of identified students.

8. Ability to work to implement the vision and mission of the school district.
9. Ability to work with technology/computer systems
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Ability to work in noisy and crowded environments, with numerous interruptions.
3. Ability to be flexible regarding scheduling, working conditions and locations.
4. May require some physical exertion.

**General Responsibilities:**

1. Ability to provide diagnostic and evaluation services:
  - a. To students who fail hearing screenings.
  - b. To students who cannot participate in routine screening procedures.
  - c. To students with known hearing impairments to monitor the status of the loss.
  - d. To students who are not making satisfactory progress in their educational programs.
  - e. To students who are being considered for special programming.
  - f. In vocational programs to determine need for hearing conservation measures.
  - g. To determine the need for and appropriateness of personal amplification devices.
2. Ability to consult with parents and school personnel concerning the needs of hearing-impaired students.
3. Ability to participate in the development of student's IEP's.
4. Ability to assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.

5. Ability to encourage school personnel to accept an active role in the educational program of students with hearing problems.
6. Ability to adhere to required program guidelines as defined by the Kansas Plan for Special Education and the Turner Special Education Procedural Manual.
7. Ability to disseminate information concerning services available for the hearing impaired, advancements in the field of hearing loss, and the need for hearing conservation practices.
8. Ability to coordinate support services for students (tutor-interpreters, notetakers, etc.).
9. Ability to assist in obtaining supplemental instructional materials, such as captioned films and modified texts.
10. Ability to provide vocational and career education support for hearing impaired students.
11. Ability to monitor student progress and make informed, timely educational decisions.
12. Ability to provide individual assistance to hearing students with communication or educational deficits.
13. Ability to assist students in developing feelings of self-worth and in making social adjustments, permitting them to cope with disabilities.
14. Ability to participate in area child find clinics.
15. Ability to implement project SKI-HI for hearing impaired infants and their families.
16. Ability to participate in school and community awareness programs regarding hearing disorders in children.
17. Ability to facilitate Tutor-Interpreter training.
18. Ability to provide inservice training for individuals who will conduct hearing screenings.
19. Ability to provide inservice training in the use and maintenance of classroom and individual amplification systems.
20. Ability to assist in implementing hearing conservation measures in vocational programs.
21. Ability to prepare reports, records, and materials requested by the Supervisor of Special Services and the State Board of Education.
22. Observe and follow all school district policies during all activities.

23. Ability to obtain advance approval for all special activities and expenditures from the Supervisor of Special Services according to the current budget.
24. Ability to order and maintain an adequate inventory of materials and supplies according to the current budget.
25. Ability to assist with public awareness activities leading to a better understanding of the needs of exceptional children
26. Ability to complete appropriate confidential records, provide timely reports, and keep student and personnel information and records confidential.
28. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
29. Ability to set high expectations for student achievement and behavior.
30. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
32. Ability to adhere to all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
33. Ability to perform other duties and assume other responsibilities as assigned by the Principal or Supervisor of Special Services according to negotiated agreement.

**Term of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

Revised:

2/7/12

## **Educational Interpreter Job Description**

**Purpose:** The Educational Interpreter facilitates communication among deaf and hearing impaired students and their hearing peers, teachers, and other personnel involved in a student's education through the act of interpretation and transliteration. Other educationally-related duties may be performed as appropriate when the interpreter is not required to do interpreting.

**Responsible to:** Principal and Supervisor of Special Education

**Payment rate:** Salary and benefits to be determined by the Board of Education

### **Qualifications:**

1. An Associates Degree in interpreting preferred, or a Bachelors Degree from an accredited college/university.
2. Completion of an interpreter preparation program or equivalent experience.
3. Competency in the production of spoken and written English.
4. Competency in understanding American sign language and/or related manually coded English systems (as student's communication needs require).
5. Ability to interpret at a normal conversation rate.
6. Hold state or national certification or willingness to work toward certification within five (5) years of hire.
7. Level 3 or above on the Educational Interpreter Performance Assessment (EIPA) required by state law.
8. Registration with the Kansas Commission for the Deaf and Hard of Hearing (KCHH) required by state law.
9. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
10. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of hearing impaired students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to appropriately operate all equipment as required.
6. Ability to advocate with staff and administration for best practices to meet the needs of identified students.
7. Ability to react to change in an instructional and productive manner, and handle other tasks as assigned.
8. Ability to work to implement the vision and mission of the school district.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Ability to work in noisy and crowded environments, with numerous interruptions..
3. Ability to maintain an environment where all children can learn at their level of instruction.

4. May require some physical exertion, including stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to interpret classroom lectures, assignments, and demonstrations using sign language system appropriate for each student.
2. Ability to interpret student interaction and group discussion.
3. Ability to interpret for special request situations, such as: organization or class meetings, conferences with principal or counselor, psychological or educational testing, and other school-related activities.
4. Ability to assist in the early recognition and prevention of educational problems involving the student's communication and language.
5. Ability to participate as a team member in the comprehensive evaluation, review, and reevaluation process.
6. Ability to participate in the development of student's IEP's in matters related to the student's communication needs.
7. Ability to implement and follow required program guidelines as defined by the Kansas Guidelines and Requirements for Educational Interpreters.
8. Ability to motivate students through effective communication and evaluative feedback as age appropriate.
9. Ability to demonstrate awareness of the educational needs of students and provide for individual differences.
10. Ability to set high expectations for student achievement and behavior.
11. Ability to consult with teachers and administrators concerning the needs of students and special services that are available.
12. Ability to cooperate with agencies serving students and their families.
13. Ability to assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.

14. Ability to assist with public awareness activities which lead to a better understanding of the needs of exceptional children.
15. Ability to assist students in developing feelings of self-worth and in making social adjustments which permit them to cope with disabilities.
16. Ability to order and maintain an adequate inventory of materials and supplies according to the current budget.
17. Ability to obtain advance approval for all special activities and expenditures from Supervisor of Special Services according to the current budget.
18. Ability to maintain appropriate, confidential records, provide timely reports and keep student information and records confidential.
19. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.
20. Ability to observe and follow all school district policies during all activities.
21. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Ability to implement and follow Interpreter Code of Ethics with guidelines for Educational Interpreters.
23. Ability to perform other duties and assume other responsibilities as assigned by the Principal and/or Supervisor of Special Services.

**Term of Employment:** Academic year as calendared. Salary and work to be established by the Board.

**Evaluation:** Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Approved:**

12/21/99

## **Gifted Instructor Job Description**

**Purpose:** The Gifted Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Gifted Instructor must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Special Education Teaching Certificate with at least provisional certification in education of the Gifted on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to operate all equipment appropriately as required.
6. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
7. Ability to advocate with staff and administration for best practices to meet the needs of identified students.

8. Ability to work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. Requires some travel.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Needs to be flexible regarding scheduling, working conditions and locations.
4. Ability to be mobile, and perform activities that require physical exertion.
5. Requires stooping, bending, kneeling, reaching and turning.

**General Responsibilities:**

1. Ability to assist in the early recognition, planning of educational practices, and prevention of educational problems.
2. Ability to participate as a team member in the comprehensive evaluation, review, and re-evaluation process.
3. Ability to participate in the development of student IEP's.
4. Ability to plan and implement effective lessons based on student IEP's, using time, materials and resources effectively.
5. Ability to observe required program guidelines as defined by the Kansas Plan for Special Education and the Turner Special Education Procedural Manual.
6. Ability to monitor student progress and make informed, timely educational decisions.
7. Ability to motivate students through effective communication and evaluative feedback.
8. Ability to display a thorough knowledge of curriculum and subject matter, and instructional practices and programs.
9. Ability to demonstrate awareness of the needs of students and provide for individual educational differences.

10. Ability to set high expectations for student achievement and behavior.
11. Ability to demonstrate effective interpersonal relationships with others.
12. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
13. Ability to plan and implement transitional programs for students.
14. Ability to consult with parents, teachers, administrators, and others concerning the educational needs of students and special services that are available.
15. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
16. Ability to cooperate with agencies serving students and their families.
17. Ability to assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.
18. Ability to assist with public awareness activities which lead to a better understanding of the needs of exceptional children.
19. Ability to assist students in developing feelings of self-worth.
20. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
21. Ability to maintain appropriate, confidential records and provide timely reports.
22. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.
23. Ability to observe and follow all school district policies during all activities.
24. Ability to obtain advance approval for all special activities and expenditures according to the current budget.
25. Ability to respond to information requests in a cooperative, courteous, and timely manner.
26. Ability to keep personnel information and records confidential.

27. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
28. Ability to perform other duties and assume other responsibilities as assigned by the Principal and Supervisor of Special Services according to negotiated agreement.

**Terms of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

2/7/12

## **Inclusion and Staff Development Coordinator Job Description**

**Purpose:** The Inclusion and Staff Development Coordinator provides support and needed inservice for instructional and administrative staff in their efforts to provide quality inclusionary services to special education students. In order to respond to the individual needs and abilities of students, the gifted Instructor must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Supervisor of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Valid Kansas Teacher certificate with endorsement in Special Education.
2. A minimum of two years' successful special education experience in a school setting.
3. Minimum Bachelor's Degree. A Master's Degree from an accredited institution with courses in special education preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.

5. Ability to operate all equipment appropriately as required.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Ability to advocate with staff and administration for best practices to meet the educational needs of identified students.
- 8 Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. May require some travel.
2. Needs to be flexible regarding scheduling, working conditions, and locations.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.
4. Ability to be mobile and perform physical exertion.

**General Responsibilities:**

1. Ability to assess the training/inservice needs of regular education teachers, and work with the building principal to develop and establish a training model for regular education teachers who are teaching in inclusionary settings.
2. Ability to serve as a peer coach for teachers in regular education classrooms, computer labs, art, music, and physical education who are implementing inclusionary practices for special needs students.
3. Ability to advocate for inclusion of special needs students by modeling instructional strategies and curriculum adaptations for regular education teachers, individually or in teams of teachers.
4. Ability to provide staff development opportunities as a site or district initiative in an effort to facilitate appropriate pre-assessment practices and responsible inclusion.
5. Ability to assist with the planning and presentation of inclusion staff development opportunities for administrative and instructional staff who are transitioning to the District or to a new building within the District.

6. Ability to collaborate with Support Facilitators in designing appropriate interventions for special needs students.
7. Ability to attend IEP meetings when so requested by the Supervisor of Special Services.
8. Ability to assess success of inclusion training model by developing appropriate evaluation methods collaboratively with Supervisor of Special Services.
9. Ability to log consultations and staff development activities in an effort to meet compliance and auditing requirements.
10. Ability to assist in the staff development for Section 504 and the writing of accommodation plans.
11. Ability to observe required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
12. Ability to monitor student progress and make informed, timely educational decisions.
13. Ability to demonstrate effective interpersonal relationships with others.
14. Ability to assist with public awareness activities which lead to a better understanding of the educational needs of exceptional children.
15. Ability to assist students in developing feelings of self-worth and in making social adjustments which permit them to cope with disabilities.
16. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
17. Ability to maintain appropriate confidential records and provide timely reports.
18. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
19. Ability to observe and follow all school district policies during all activities.
20. Ability to obtain from Supervisor of Special Services advance approval for all special activities and expenditures according to the current budget.

21. Ability to respond to information requests in a cooperative, courteous, and timely manner.
22. Ability to keep student and personnel information and records confidential.
23. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
24. Ability to perform other tasks and assume other responsibilities as directed by the Supervisor of Special Services.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Instructional Paraeducator Job Description**

**Purpose:** The Instructional Paraeducator assists the Instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the Instructional Paraeducator works closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal and Supervisor of Special Services

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Current Kansas Paraprofessional Permit on file in the Central Office.
3. Adequate employment rating, including math and spelling ability tests, interview, references, and previous experience with children.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Additional qualifications as the Board of Education may determine appropriate.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist in facilitating the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.

6. Ability to operate all classroom equipment appropriately.
7. Ability to approach each task as a challenge to be met successfully.
8. Ability to suggest best practices to meet the needs of identified students with staff and administration.
9. Ability to work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires standing, stooping, bending, kneeling, reaching, and turning.
3. Requires some travel.
4. Must occasionally work in noisy and crowded environments with numerous interruptions.
5. Ability to effectively and safely restrain a special student as necessary.
6. Demonstrate good personal hygiene.
7. Ability to be flexible regarding scheduling, working conditions, and locations.
8. Must possess good judgment.

**General Responsibilities:**

1. Ability to make student learning fun and interesting.
2. Ability to motivate students through effective communication and feedback.
3. Ability to treat each child with respect and firmness, and be responsive to individual educational needs.
4. Ability to work with individual students and/or small groups of students in teacher-planned instructional activities.
5. Ability to guide a student's independent study as assigned by teacher, including remedial instruction.

6. Ability to assist with the preparation, care and use of instructional materials and equipment.
7. Ability to assist with maintaining desirable student behavior and classroom management.
8. Ability to assist with supervision of students during the teacher's temporary absence, i.e., IEP meetings or emergencies.
9. Ability to assist with checking and/or scoring of objective assignments/tests, recording grades, and/or keeping appropriate student observation records.
10. Ability to participate in IEP meetings upon parent and/or teacher request.
11. Ability to assist with teacher-planned activities needed for completion of student's IEP goals and objectives, and monitor progress when requested by teacher.
12. Ability to supervise and maintain a safe and orderly environment in the lunchroom, playground, and extracurricular trips, and when moving students from place to place, such as bus and restroom.
13. Ability to assist occasionally with clerical duties required for success of special education students.
14. Ability to assist students with personal tasks, i.e., eating, walking, toileting, wheelchair, special equipment, and hygiene needs, when applicable.
15. Ability to participate in monthly staff development opportunities related to meeting the educational needs of special education students.
16. Ability to set high expectations for student achievement and behavior.
17. Ability to demonstrate effective interpersonal relationships with others.
18. Ability to attend staffings and general staff meetings when possible.
19. Ability to work effectively with students, teachers, parents, community agencies, and other groups.
20. Ability to keep student information and records confidential.

21. Ability to immediately report accidents, assaults, destruction of property, and abusive behavior to the Instructor and Principal.
22. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
23. Ability to observe and follow all school district policies at all times.
24. Ability to respond to information requests in a cooperative, courteous, and timely manner.
25. Ability to implement and follow all required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
26. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
27. Ability to perform other duties and assume other responsibilities assigned by the Teacher, Principal, or Supervisor of Special Services

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Learning Disabilities Instructor Job Description**

**Purpose:** The Learning Disabilities Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Learning Disabilities Instructor must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Certificate with endorsement in Learning Disabilities or Interrelated Special Education on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to operate all equipment appropriately as required.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Ability to advocate with staff and administration for best practices to meet the

educational needs of identified students.

8. Ability to work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. May require some travel.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Ability to be flexible regarding scheduling, working conditions, and locations.
4. Ability to be mobile, and perform activities that require physical exertion.
5. Requires stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to assist in the early recognition and prevention of educational problems.
2. Ability to participate as a team member in the comprehensive evaluation, review, and re-evaluation process.
3. Ability to participate in the development of student IEPs.
4. Ability to plan and implement effective lessons based on student IEPs, using time, materials and resources effectively.
5. Ability to observe required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
6. Ability to monitor student progress and make informed, timely educational decisions.
7. Ability to motivate students through effective communication and evaluative feedback.
8. Ability to display a thorough knowledge of general and Special Education curriculum and subject matter, and practice effective instructional strategies.
9. Ability to demonstrate awareness of the needs of students and provide for individual differences.

10. Ability to set high expectations for student achievement and behavior.
11. Ability to demonstrate effective interpersonal relationships with others.
12. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
13. Ability to plan and implement transitional programs for students.
14. Ability to consult with parents, teachers, administrators, and others concerning the educational needs of students and special services that are available.
15. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
16. Ability to cooperate with agencies serving students and their families.
17. Ability to assist general and Special Education teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.
18. Ability to assist with public awareness activities which lead to a better understanding of the educational needs of exceptional children.
19. Ability to assist students in developing feelings of self-worth and in making social adjustments which permit them to cope with disabilities.
20. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
21. Ability to maintain appropriate, confidential records and provide timely reports.
22. Keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.
23. Ability to train and monitor paraeducators as assigned.
24. Ability to observe and follow all school district policies during all activities.
25. Ability to obtain advance approval for all special activities and expenditures according to the current budget.

26. Ability to respond to information requests in a cooperative, courteous, and timely manner.
27. Ability to keep student and personnel information and records confidential.
28. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
29. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services in accordance with negotiated Agreement.

**Terms of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

Revised:

2/7/12

## **Occupational Therapist Job Description**

**Purpose:** The Occupational Therapist assists students in gaining functional independence to more completely benefit from the educational environment. In order to respond to the individual needs and abilities of students, the Occupational Therapist must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Director of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Certificate with endorsement in Occupational therapy on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist students in gaining functional independence to more completely benefit from the educational environment.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to operate all equipment appropriately as required.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

7. Ability to advocate with staff and administration for best practices to meet the educational needs of identified students.
8. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, bending, kneeling, turning, and reaching.
3. Ability to travel in personal or school district vehicle.
4. Ability to be flexible regarding scheduling, working conditions, and locations.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to assist in the early recognition and prevention of educational problems.
2. Ability to conduct occupational therapy evaluations to determine the need for clinical services.
3. Ability to participate as a team member in the comprehensive evaluation, review, and re-evaluation process.
4. Ability to participate in the development of student IEP's.
5. Ability to monitor student progress and make informed, timely educational decisions.
6. Ability to observe required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
7. Ability to consult with parents, teachers, administrators, and others concerning the needs of students and special services that are available.
8. Ability to assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.

9. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
10. Ability to cooperate with agencies serving students and their families.
11. Ability to plan and implement effective occupational therapy interventions based on student IEP's.
12. Ability to motivate students through effective communication and evaluative feedback.
13. Ability to demonstrate awareness of the educational needs of students and provide for individual differences.
14. Ability to set high expectations for student achievement and behavior.
15. Ability to demonstrate effective interpersonal relationships with others.
16. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
17. Ability to plan and implement transitional programs for students.
18. Ability to assist students in developing feelings of self-worth and in making social adjustments which permit them to cope with disabilities.
19. Ability to maintain appropriate, confidential records and provide timely reports.
20. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
21. Ability to obtain advance approval for all special activities and expenditures from Supervisor of Special Services according to the current budget.
22. Ability to supervise and train paraeducators as assigned.
23. Ability to assist with public awareness activities which lead to a better understanding of the educational needs of exceptional children.
24. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.

25. Ability to observe and follow all school district policies during all activities.
26. Ability to apply for, complete necessary documents, and be responsible for third party reimbursement--Medicaid.
27. Ability to respond to information requests in a cooperative, courteous, and timely manner.
28. Ability to keep student information and records confidential.
29. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
30. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services according to negotiated agreement.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

Revised;

2/7/12

**Special Services  
Parent Educator Facilitator  
Job Description**

**Purpose:** The Parent Educator Facilitator acts as a resource by assisting teachers and parents become aware of community services. To accomplish these tasks, the Parent Educator Facilitator works closely with the staff, administration, and parents of the District.

**Responsible to:** Supervisor of Special Services

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Knowledge of special needs students and resources available.
4. Good employment rating, including math and spelling tests, interview, reference checks.
5. Experience as a parent of special needs student.
6. Additional qualifications as the Board of Education may determine appropriate.
7. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to obtain appropriate resource for parents and staff when requested.
2. Ability to ensure all activities conform to Federal, State, and District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in an educational and productive manner, meeting deadlines as assigned.

5. Ability to operate all classroom equipment appropriately as required.
6. Ability to advocate with staff and administration for best practices to meet the educational needs of identified students.
7. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Needs to be flexible regarding scheduling, working conditions, and locations.
3. May require some physical exertion.

**General Responsibilities:**

1. Ability to provide resource materials to parents and staff regarding Special Education issues and characteristics of special needs students.
2. Ability to provide parents with resources on effective problem-solving and negotiation skills.
3. Ability to facilitate, in collaboration with Supervisor of Special Services, parent inservice meetings and parent support groups.
4. Ability to assist with writing special education handbooks and other materials available to parents.
5. Ability to demonstrate effective interpersonal relationships with parents, staff, and community.
6. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
7. Ability to assist with public awareness activities which lead to a better understanding of the educational needs of exceptional children.
8. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
9. Ability to obtain from Supervisor of Special Services advance approval for all special activities and expenditures according to the current budget.

10. Ability to maintain appropriate confidential records and provide timely reports.
11. Ability to keep student information and records confidential.
12. Ability to respond to information requests in a cooperative, courteous, and timely manner.
13. Keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
14. Ability to observe and follow all school district policies at all times.
15. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other tasks and assume other responsibilities as directed by the Supervisor of Special Services.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Physical Therapist Job Description**

**Purpose:** The Physical Therapist assists students in developing their movement capabilities to the fullest potential. In order to respond to the individual needs and abilities of students, the Physical Therapist must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Director of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Master's Degree from an accredited college/university.
2. License to practice Physical Therapy through the Kansas State Board of Healing Arts.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance: Maintain Physical Therapist license as required for CEU's.

### **Essential Functions:**

1. Ability to assist students in developing their movement capabilities to the fullest potential.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to operate all equipment appropriately as required.
6. Ability to react to change and frequent interruptions in an instructional and productive manner, and handle other tasks as assigned.
7. Ability to advocate with staff and administration for best practices to meet the educational needs of identified students.
8. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, bending, kneeling, turning, and reaching.
3. Ability to travel in personal or school district vehicle.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.
5. Needs to be flexible regarding scheduling, working conditions, and locations.

**General Responsibilities:**

1. Ability to provide physical therapy screening, and formal physical therapy evaluations when indicated by screening.
2. Ability to consult with teachers, parents and others regarding students' educational needs.
3. Ability to develop appropriate physical therapy goals and objectives, along with prescriptive programs and activities for each student.
4. Ability to observe and follow required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
5. Ability to obtain physician's written approval of physical therapy recommendations.
6. Provide services as established by IEP's:
  - a. Ambulation training.
  - b. Development of mobility.
  - c. Transfer skills.
  - d. Positioning
  - e. Range of joint mobility and muscle flexibility.
  - f. Strengthening of muscular and respiratory systems.
  - g. Enhancement of motor experience and stimulation of sensori-motor prerequisites.
  - h. Recommendations for selection, adaptation, and training in the use of equipment, materials and seating.

7. Ability to participate in the development of student IEP's.
8. Ability to demonstrate awareness of the needs of students and provide for individual educational differences.
9. Ability to monitor student progress and make informed, timely educational decisions.
10. Ability to motivate students through effective communication and evaluative feedback.
11. Ability to set high expectations for student achievement and behavior.
12. Ability to demonstrate effective interpersonal relationships with parents, staff, and community.
13. Ability to maintain current physical therapy practices, which includes mandatory attendance at workshops pertaining to PT to receive continuous educational units relating to maintaining PT License in the State of Kansas.
14. Ability to assist students in developing feelings of self-worth and in making social adjustments which permit them to cope with disabilities.
15. Ability to supervise, direct, motivate, and correct staff members' job performance as assigned.
16. Ability to provide physicians with updates on student progress.
17. Ability to provide information for three (3) year evaluations.
18. Ability to order and maintain an adequate inventory of materials and supplies according to the current budget.
19. Ability to obtain from Supervisor of Special Services advance approval for all special activities and expenditures according to the current budget.
20. Ability to maintain appropriate confidential records and provide timely reports.
21. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
22. Ability to apply for, complete necessary documents, and be responsible for third party reimbursement--Medicaid
23. Ability to observe and follow all school district policies during all activities.

24. Ability to assist with public awareness activities which lead to a better understanding of the educational needs of exceptional children.
25. Ability to respond to information requests in a cooperative, courteous, and timely manner.
26. Ability to keep student information and records confidential.
27. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
28. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services according to negotiated agreement.

**Terms of Employment:** Academic Year

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

2/7/12

## **Preschool/Kindergarten Instructor Job Description**

**Purpose:** The Preschool/Kindergarten Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Preschool/Kindergarten Instructor must work closely with the staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to operate all equipment appropriately as required.
6. Ability to react to change and frequent interruptions in an educational and productive manner, meeting deadlines as assigned.
7. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Must be able to manage students in a possible noisy and crowded environment, with numerous interruptions.
3. Ability to be flexible regarding scheduling and working conditions.
4. Requires stooping, bending, kneeling, turning, and reaching.
5. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

**General Responsibilities:**

1. Ability to assist in the early recognition and prevention of educational problems.
2. Ability to participate as a team member in the comprehensive evaluation, review, and reevaluation process.
3. Ability to participate in the development of student IEP's.
4. Ability to plan and implement effective lessons based on student IEP's, using time, materials and resources effectively.
5. Ability to observe and follow required program guidelines as defined by the Kansas Plan for Special Education.
6. Ability to monitor student progress and make informed, timely educational decisions.
7. Ability to motivate students through effective communication and evaluative feedback.
8. Ability to display a thorough knowledge of curriculum and subject matter.
9. Ability to demonstrate awareness of the educational needs of students and provide for individual differences.
10. Ability to set high expectations for student achievement and behavior.

11. Ability to demonstrate effective interpersonal relationships with students, staff, and community.
12. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
13. Ability to maintain current curriculum and instructional practices.
14. Ability to provide daily feeding and/or mealtime supervision, toileting and hygiene care as needed.
15. Ability to plan and implement transitional programs for students.
16. Ability to consult with parents, teachers, administrators, and others concerning the educational needs of students and special services that are available.
17. Ability to refer students and their families to appropriate community agencies and services.
18. Ability to cooperate with agencies serving students and their families.
19. Ability to assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.
20. Ability to assist with public awareness activities which lead to a better understanding of the educational needs of exceptional children.
21. Ability to assist students in developing feelings of self-worth and in making social adjustments which permit them to cope with disabilities.
22. Ability to order and maintain an adequate inventory of materials and supplies according to the current budget.
23. Ability to obtain advance approval from Supervisor of Special Services for all special activities and expenditures according to the current budget.
24. Ability to maintain appropriate, confidential records and provide timely reports.
25. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.

26. Ability to supervise, direct, motivate, and correct staff members' job performance as assigned.
27. Ability to observe and follow all school district policies during all activities.
28. Ability to respond to information requests in a cooperative, courteous, and timely manner.
29. Ability to keep student information and records confidential.
30. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
31. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Education or Preschool Coordinator.

**Terms of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

Revised:

2/7/12

## **School Nurse Job Description**

**Purpose:** The School Nurse helps students attain an optimum level of physical, social, and emotional health. In order to coordinate a comprehensive student health program, the School Nurse must work closely with students, staff, administration and parents of the Turner School District.

**Responsible to:** Principal

**Payment Rate:** Salary and benefits determined by the Negotiated Agreement

**Qualifications:**

1. Current Kansas Board of Nursing License
2. Health and Inoculation Certificate on file in the Human Resources office (after employment offer is made)
3. Desire to continue career improvement by enhancing skills and job performance

**Essential Functions:**

1. Assist all students attain an optimum level of physical, social, and emotional health with consideration of individual health needs.
2. Establish and maintain a comprehensive health program for students and employees of the district.
3. Ensure all activities conform to Federal, State, and District guidelines.
4. Communicate and work effectively and cooperatively with members of the school district and community.
5. React to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Operate all equipment appropriately as required to perform duties.
7. Advocate with staff and administration to meet the educational and health issues of special needs students.
8. Assist in the implementation of the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Occasional stooping, bending, and reaching.

2. Have ability to travel in personal or school district vehicle.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Be flexible regarding scheduling, working conditions, and locations.
5. Must occasionally work in noisy and crowded environments with numerous interruptions.

**General Responsibilities:**

1. Establish and maintain a preventive, comprehensive health program for students and employees of the District.
2. Conduct general student health appraisals to include, but not limited to vision, hearing, and measuring and weighing as needed for medication purposes.
3. Conduct health assessments and coordinate a comprehensive program of care for students who are injured or who become ill at school until parents/guardian can assume responsibility.
4. Notify parents and building administrators when student is severely ill or injured and provide guidelines for exclusion and readmission to school.
5. Coordinate a program of communicable disease control based upon Kansas immunization laws to include maintaining records for each student, communicating such requirements to parents, and reporting to appropriate agency.
6. Provide staff with first-aide training and supplies for student use.
7. Report school accidents to the appropriate district personnel.
8. Monitor and enforce medication guidelines as directed in Board of Education policy.
9. Promote age-appropriate health and dental examinations for all students and provide resource information to staff and/or parents/guardians according to approved Board of Education procedures.
10. Communicate with parents, staff, medical personnel, and community agencies and assist with referral needs as appropriate following release of information and confidentiality procedures.
11. Assist in writing health curriculum and providing for instruction.

12. Counsel with administrators and teachers on an as needed basis concerning an individual student's health concerns.
13. Differentiate and provide for individual health care needs for students with disabilities and/or exceptionalities.
14. Assist students in developing feelings of self-worth and making appropriate social adjustments.
15. Manage student records confidentially and electronically.
16. Report immediately to the Director of Special Services any safety hazards or unsanitary conditions observed in the school environment.
17. Obtain approval from the Director of Special Services the supplies needed for a comprehensive health program and maintain supplies appropriately.
18. Supervise staff members per state delegation laws.
19. Observe and follow school district procedures and policies to support the total school management process.
20. Keep current on new information, innovative ideas and techniques by participating in professional growth opportunities.
21. Demonstrate effective interpersonal relationships with others in a cooperative, courteous, and timely manner.
22. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Perform other duties and assume other responsibilities as assigned by the Director of Special Services and/or other Administrative staff.

**Term of Employment:** Academic school year as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of the Kansas Statutes and the Board of Education Policy.

**Approved:**

08/07/07

Revised:

2/7/12

## **School Psychologist Job Description**

**Purpose:** The School Psychologist provides leadership to teachers and administrators in improving the achievement of students through recognition, prevention and treatment of educational student concerns. To respond to the individual needs and abilities of students, the School Psychologist must work closely with the staff, administration, and parents of the Turner School District.

**Responsible:** Director of Special Services

**Payment Rate:** Salary and benefits determined by the Negotiated Agreement  
(plus 5 supplemental contractual days)

### **Qualifications:**

1. Educational Specialist Degree from accredited college/university.
2. Current Kansas Department of Education Professional License on file in the Human Resources Office with endorsement in school psychology.
3. Health and Inoculation Certificate on file in the Human Resources Office (after employment is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Assist in the recognition, prevention, assessment and treatment of academic and behavioral concerns of students.
2. Establish a positive learning environment and respond to the individual educational needs of students.
3. Provide professional leadership to collaboratively problem-solve the effective delivery of research-based instructional practices.
4. Ensure all activities conform to Federal, State, and District regulations and/or guidelines and adheres to a school psychology code of ethics.
5. Communicate and work effectively and cooperatively with members of the school district, community organizations and agencies to promote a positive, instructionally effective school and district climate.
6. Operate all equipment appropriately if needed to perform duties.

7. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.
8. Advocate with staff and administration to provide legally appropriate best practices to meet the educational, social, and emotional needs of individual students.
9. Implement the vision and mission of the district.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

**General Responsibilities:**

1. Assist with the creation of a well-integrated and seamless system of instruction and intervention guided by child outcome data and according to individual level of intensity and resources.
2. Assist in the early identification, screening, instructional intervention, and progress monitoring of student's learning and behavioral concerns (SIT team process) and verify that scientific, research-based, instructionally relevant and ecologically based interventions are implemented.
3. Monitor data-driven results and participate in discussions utilizing student progress information in an effort to make informed, timely educational decisions with the goal of setting high expectations for student achievement and behavior.
4. Consult with and assist general and special education teachers in the development and implementation of evidence-based interventions and progress monitoring related to curriculum/instruction and positive behavioral supports.
5. Select and utilize the most appropriate and valid assessment procedures and tools with consideration of the diverse needs of students to accurately validate the need for special education services.

6. Serve as a resource to educators and other team members in the understanding of response to intervention and ensure the integrity, fidelity, and intensity of this problem-solving model.
7. Coordinate and participate in the team process for initial evaluations and reevaluations by providing functional and age appropriate evaluations, classroom observations, interviews, and review of records and determine the eligibility and/or need for placing a student(s) in special education services.
8. Have available for parent and team review prior to the meeting eligibility documentation.
9. Participate in the development of the Individual Education Plan and supporting documents such as functional assessments of behavior and behavior management plans.
10. Display a thorough knowledge of general and special education standards, indicators, curriculum, subject content, and instructional strategies.
11. Assist, when needed, in the development of local norms for determining levels of academic achievement.
12. Advocate for and counsel students regarding educational and behavioral concerns and support a student's effort to self-advocate regarding their individual strengths and ability to compensate.
13. Communicate and collaborate with other team members in the referral of students and their families to appropriate community agencies and services.
14. Commit to locating and employing the necessary resources to ensure that students make progress in the general education curriculum.
15. Obtain approval from the Director of Special Services for all special education activities and expenditures in an effort to organize time, energy, workload and resources for the purpose of maintaining a comprehensive program of psychological services.
16. Respond to requests for appropriately documented student information in a cooperative, confidential, and timely manner.
17. Keep current on new information and provide innovative, research-based ideas and techniques by participating in professional growth opportunities and plan for and conduct necessary training for the implementation of response to intervention procedures.

18. Observe all district and school policies while participating in building and system-wide planning and assist in the identification and evaluation of program outcomes.
19. Attend staff development in order to implement and follow all Federal, State, and District special education regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Perform other duties and assumes other responsibilities as assigned by the Director of Special Services and according to the negotiated agreement.

**Terms of Employment:** Academic year and supplemental contractual days.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of the Kansas Statues and Board of Education Policy.

**Approved:** 08/07/07

## **School Social Worker Job Description**

**Purpose:** The School Social Worker helps students attain an optimum level of personal and social adjustment. In order to respond to the individual needs and abilities of students, the School Social Worker must work closely with the staff, administration, and parents of the school District.

**Responsible to:** Director of Special Services

**Payment Rate:** Salary and benefits determined by the Negotiated Agreement  
(plus 3 supplemental days)

**Qualifications:**

1. Masters Degree from an accredited college or university.
2. Current Kansas Behavioral Sciences Regulatory Board license on file in the Human Resources Office.
3. Health and Inoculation Certificate on file in the Human Resources Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Assist students attain an optimum level of personal and social adjustment.
2. Establish a positive learning environment and respond to the individual educational and emotional needs of students.
3. Provide professional leadership to collaboratively problem-solve the effective delivery of services.
4. Ensure all activities conform to Federal, State, and District regulations and/or guidelines and adhere to professional social work code of ethics.
5. Communicate and work effectively and cooperatively with members of the school district and community organizations and agencies to promote a positive, instructively effective school and district climate.
6. Operate equipment appropriately if needed to perform duties.
7. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.

8. Advocate with staff and administration to provide legally appropriate best practice to meet the educational, social, and emotional needs of individual students.
9. Implement the vision and mission of the District

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions and locations.
4. May require some physical exertion.

**General Responsibilities:**

1. Provide services such as short-term individual or group counseling, classroom instruction, behavior management consultation, crisis intervention, and/or parent support to identified special education students regarding their learning and behavior problems and social skill development.
2. Monitor and document student progress in an effort to make informed, timely educational decisions with the goal of setting high expectations for student achievement and behavior.
3. Consult with parents, teachers, administrators, and others concerning the educational needs of students and the special services that are available while providing for individual differences.
4. Work collaboratively with appropriate agencies and service organizations, following district procedures to provide services needed for student educational success.
5. Serve as a resource to educators and other team members in the understanding of response to intervention and ensure the integrity and intensity of this problem-solving model.
6. Participate as a team member in the comprehensive evaluation, review, and reevaluation process.
7. Participate in the development of the Individual Education Plan for identified students regarding social work services.

8. Assist teachers in the development and implementation of appropriate classroom strategies and the integration of students into the general education classroom.
9. Assist in early recognition and prevention of student concerns by acting as a resource member of the SIT team process.
10. Make presentations in classrooms and/or small groups to promote social and emotional well-being.
11. Obtain approval from Director of Special Services for all special education activities and expenditures in an effort to organize time, energy, workload, and inventory of resources for the purpose of maintaining a comprehensive program of social work services.
12. Respond to requests and maintains appropriate personnel and student information in a cooperative, confidential and timely manner.
13. Keep current on new information and provide innovative, research based ideas and techniques by participating in professional growth opportunities and plan and conduct necessary training for the implementation of response to intervention procedures.
14. Observe all district and school policies while participating in building and system-wide planning and assist in the identification and evaluation of program outcomes.
15. Demonstrate effective interpersonal relationships with students, parents, staff, and the community.
16. Attend staff development in order to implement and follow all Federal, State, and District special education regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Perform other duties and assumes other responsibilities as assigned by the Director of Special Services and according to the negotiated agreement.

**Terms of Employment:** Academic Year

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of the Kansas Statues and Board of Education Policy.

**Approved:** 08/07/07

## **Special Needs Consultant Job Description**

**Purpose:** The Special Needs Consultant assists with the provision of an optimum learning environment for students with special needs. The Special Needs Consultant is available to assist special education staff at all grade levels with professional development, resources, and academic and behavioral recommendations related to meeting the needs of student on the autism spectrum.

**Responsible to:** Director of Special Services

**Payment Rate:** Salary and benefits determined by the Negotiated Agreement (plus 3 supplemental days)

### **Qualifications:**

1. Bachelors degree, preferably Masters Degree, from an accredited college or university in a special education area, i.e. Social Work, School Psychology, Behavioral Disorders
2. Valid Kansas Teacher License in at least one area of special education or Kansas Behavioral Sciences Regulatory Board license on file in the Human Resources Office.
3. Experience working with youth with autism or related behaviors.
4. Health and Inoculation Certificate on file in the Human Resources Office (after employment letter is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Assist with the provision of services to provide students with optimum level of personal and social adjustment.
2. Establish a positive learning environment and respond to the individual educational and emotional needs of students.
3. Provide professional leadership to collaboratively problem-solve the effective delivery of research based practices.
4. Ensure all activities conform to Federal, State, and District regulations and/or guidelines.

5. Communicate and work effectively and cooperatively with members of the school district and community organizations and agencies to promote a positive, instructively effective school and district climate.
6. Advocate with staff and administration to provide legally appropriate best practices to meet the needs of individual students.
7. Operate all equipment appropriately if needed to perform duties.
8. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.
9. Implement the vision and mission of the district.

Physical Requirements/Environmental Conditions:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

General Responsibilities:

1. Collaborate with administrative staff, general and special education teachers, related service providers, and para-educators in the planning and implementation of strategies and interventions for students with special needs.
2. Provide professional development in a variety of formats including individual, small and large groups, and interest/study groups related to serving students with special needs.
3. Provide instructional support through observation, planning, modeling, co-teaching and reflection to facilitate the positive personal, social, and cognitive development of students with special needs, including Autism Spectrum Disorders (ASD), to ensure that the legal educational rights of special education students are met, to maintain high expectations for student achievement, and to promote when possible the integration of students into the general education classroom.

4. Observe student response to instruction, providing constructive feedback and direct instruction to professional and paraeducator staff and, as needed, model effective, innovative instructional strategies and/or behavioral interventions for use with students with special needs.
5. Assist as team member during Individual Education Plan (IEP) meetings with the development and presentation of research-based behavior interventions, standards-based academic interventions, and the collection, analysis and presentation of data for students with special needs.
6. Participate as team member in the comprehensive evaluation, review, and reevaluation process for students with special needs.
7. Participate as IEP team member in making state and local assessment decisions and model, when needed, appropriate record-keeping and analysis of data.
8. Recommend, develop if appropriate, and illustrate use of student supports such as visual schedules and social stories and curricular materials for students with ASD.
9. Assist in early recognition and prevention of student concerns by acting as a resource member of the SIT team process when student referred has ASD diagnosis or related behaviors.
10. Keep current on educational developments related to Special Education by attending professional meetings, reading professional journals, and other publications to obtain current knowledge of research-based interventions, resources and strategies.
11. Provide clinical services and/or individual or group social skill instruction to students with special needs for the purpose of promote self-sufficiency, appropriate peer relationships and community life skills and monitor and provide written progress notes following the provision of such services.
12. Encourage and model the use of assistive technology to support student learning.
13. Demonstrate effective interpersonal relationships with students, staff, parents, and the community and respond to information requests in a courteous and timely manner.
14. Provide supportive assistance with case-management for students with special needs by providing professional development, demonstrating skills or procedure, and monitoring success of interventions.
15. Assist with advocacy and public awareness leading to increased understanding of students with special needs.

16. Maintain appropriate confidential records and provide documented information in a cooperative, confidential, and timely manner.
17. Obtain approval from Director of Special Services for all activities and expenditures related to provision of special need services in an effort to provide a comprehensive program of services.
18. Observe all district and school policies while participating in building and system-wide planning and assist with the identification and evaluation of program outcomes especially those related to Special Education.
19. Attend staff development in order to implement and follow all Federal, State, and District special education regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Perform other duties and assumes other responsibilities as assigned by the Director of Special Services and according to the Negotiated Agreement.

**Terms of Employment:** Academic year and supplemental days if needed to perform job duties.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of the Kansas Statues and Board of Education policy.

Approved: 3/29/11

## **Special Services Coordinator**

### **Job Description**

**Purpose:**

The Special Services Coordinator will coordinate PK through high school programs and services providing support and information to building administration, instructional coaches, school psychologists and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining related services in compliance with established guidelines; and serving as a member of the Instructional Support Team that results in the achievement of the district's Strategic Plan.

**Responsible to:**

Director of Special Services

**Qualifications:**

Meets the employment qualifications set forth by the Board of Education and the Kansas Department of Education.

Master's degree.

District or Building Leadership license preferred or the ability to obtain the endorsement.

Special Education endorsement required.

Grant writing experience preferred.

Effective oral and written communication skills.

Demonstrated skills in human relations.

Demonstrated skill and ability to effectively collaborate with District leaders.

Excellent skills in planning, organizing, executing and evaluating activities and/or events.

Demonstrated ability to effectively work with adults and young children.

**Essential Functions:**

- Supports all early childhood programs; Transition from Part C to Part B for special education and Pre-Kindergarten (4 Year Old At-Risk) Program.
- Encourages and supports an effective learning climate in preschool classrooms.
- Initiates, designs, and implements programs to meet specific needs of the preschool program.
- Aligns the preschool curriculum with the Kansas Early Learning Standards.
- Coordinate homebound student instruction due to medical or legal restrictions.
- Assist in the recognition, prevention, and treatment of educational problems.
- Establish a positive learning environment and respond to the individual educational needs of students.
- Ensure all activities conforms to federal, state and district regulations.
- Communicate and work effectively and cooperatively with members of the school district and community.

- Advocate with staff and administration for best practices to meet the needs of students transitioning from Part C to Part B.
- Supervise, direct, motivate, and correct job performance of assigned staff.
- Work independently, without supervision, and complete work in an efficient manner.
- Support school principals with the implementation of a teacher evaluation instrument.
- Determine staffing needs of the special services program in collaboration with building principals, Director of Special Services and Assistant Superintendent of Administrative Services.
- Oversee all early childhood data collection to maximize funding and updates records as dictated by program standards.
- In collaboration with the Assistant Superintendent of Student Services and the Professional Development Council, support the identification, development, and implementation of professional learning of staff.
- Be courteous and professional at all times.
- Maintain a neat and appropriate appearance.
- Other duties as assigned.

**General Responsibilities:**

- Implement and follow federal law and state regulations regarding special education programs, compliance, and accompanying documents.
- Assist administrative staff and, when applicable, the IEP, Section 504, or other problem-solving team, in determining a student's need for alternative education services.
- Obtain documentation from administrative staff, parent, and physician when the student has been referred for homebound/hospital services.
- Contact appropriate authorities when a student is court-ordered to be placed in an alternative setting.
- Plan, provide and/or coordinate the delivery of educational services/materials according to the student's placement once alternative services are needed.
- Collaborate with instructional staff and coordinate with professional staff, i.e., individualized instruction, occupational and physical therapy regarding a student's specialized instructional needs and the provision of educational materials.
- Assist with the writing of a student's individual education plan (IEP), Section 504 accommodation plan, and/or functional assessment and behavior management plan with applicable.
- Provide direct assistance to parents and identified Part C children and/or coordinates services with district school psychologists, speech pathologists, physical and occupational therapists and school social workers.
- Assist with the transitioning of Part C children into the preschool provided by the school district.
- Attend quarterly Wyandotte County Infant Toddler meetings and serve on a committee when applicable.
- Order and maintain an adequate inventory of materials and supplies according to current budget.

- Request in advance from the Director of Special Services approval for all special activities and expenditures according to the current budget.
- Work with special education teachers on curriculum and classroom management.
- Set high expectations for student achievement and behavior.
- Consult with parents, teachers, administrators, and others concerning the educational needs of students and special services that are available.
- Complete appropriate confidential records/ documentation, provide timely reports, and keep student information and records confidential.
- Perform other tasks and assume other responsibilities as directed by the Director of Special Services.

**Term of Employment:** 209 Contract Days.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statues and Board of Education Policy.

**Approved:**  
5/19/15

## **Assistant Special Services Coordinator Job Description**

**Purpose:** The Assistant Special Services Coordinator will coordinate K through high school programs and services providing support and information to building administration, instructional coaches, school psychologists and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining related services in compliance with established guidelines; and serving as a member of the Instructional Support Team that results in the achievement of the district's Strategic Plan.

**Responsible to:** Director of Special Services/Special Services Coordinator

**Payment rate:** Salary and benefits established by the Board of Education

### **Qualifications:**

1. Master's Degree, and endorsement in at least one area of Special Education from an accredited institution in School Leadership.
2. Current Kansas Professional Education License in Administration and Special Education.
3. At least three years of teaching special education and/or a related experience. Prior leadership and/or administrative experience are preferred.
4. Health and Inoculation Certificate on file in the Human Resources Office (after employment offer is made).
5. Grand writing experience preferred.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Encourages and supports an effective learning climate in all special education classrooms.
2. Initiates, designs, and implements programs to meet specific needs of the special education programs.
3. Assists in coordinating homebound student instruction due to medical or legal restrictions.
4. Assist in the recognition, prevention, and treatment of educational problems.
5. Establish a positive learning environment and respond to the individual educational needs of students.
6. Ensure all activities conforms to federal, state and district regulations.

7. Communicate and work effectively and cooperatively with members of the school district and community.
8. Supervise, direct, evaluate, motivate, and correct job performance of assigned staff.
9. Work independently, without supervision, and complete work in an efficient manner.
10. Support school principals with the implementation of a teacher evaluation instrument.
11. Determine staffing needs of the special services program in collaboration with building principals, Director of Special Services, Special Services Coordinator, and Assistant Superintendent of Administrative Services.
12. Oversee all special education data collection to maximize funding and updates records as dictated by program standards.
13. In collaboration with the Assistant Superintendent of Student Services and the Professional Development Council, support the identification, development, and implementation of professional learning of staff.
14. Be courteous and professional at all times.
15. Maintain a neat and appropriate appearance.
16. Other duties as assigned.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

**General Responsibilities:**

1. Implement and follow federal law and state regulations regarding special education programs, compliance, and accompanying documents.
2. Collaborate with the Special Services Coordinator on the development of the new teacher induction special education professional learning.
3. Assist with the professional development for the special education para-professionals.

4. Assist administrative staff and, when applicable, the IEP, Section 504, or other problem-solving team, in determining a student's need for alternative education services.
5. Plan, provide and/or coordinate the delivery of educational services/materials according to the student's placement once alternative services are needed.
6. Collaborate with instructional staff and coordinate with professional staff, i.e., individualized instruction, occupational and physical therapy regarding a student's specialized instructional needs and the provision of educational materials.
7. Assist with the writing of a student's individual education plan (IEP), Section 504 accommodation plan, and/or functional assessment and behavior management plan with applicable.
8. Order and maintain an adequate inventory of materials and supplies according to current budget.
9. Request in advance from the Director of Special Services approval for all special activities and expenditures according to the current budget.
10. Work with special education teachers on curriculum and classroom management.
11. Set high expectations for student achievement and behavior.
12. Consult with parents, teachers, administrators, and others concerning the educational needs of students and special services that are available.
13. Complete appropriate confidential records/ documentation, provide timely reports, and keep student information and records confidential.
14. Perform other tasks and assume other responsibilities as directed by the Director of Special Services.

**Term of Employment:** 204 Contract Days.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statues and Board of Education Policy.

**Approved:**

5/2/17

## **Special Education Instructional Facilitator Job Description**

**Purpose:** The Special Education Instructional Facilitator provides leadership through the implementation of effective professional development related to achieving student academic and behavioral success. Working in strategic, collaborative partnerships, the Facilitator will serve as an advocate for continuous improvement by focusing on student outcomes and supporting staff through job-embedded professional development.

**Responsible to:** Director of Special Services

**Payment Rate:** Salary and benefits determined by Negotiated Agreement

### **Qualifications:**

1. Valid Kansas Teacher License in at least one area of special education.
2. A minimum of three years of successful teaching in a special education setting and/or demonstrated qualities consistent with a master special education teacher.
3. Health and Inoculation Certificate on file in the Human Resources Office (after employment offer is made)
4. Desire to continue career improvement by enhancing skills and job performance

### **Essential Functions:**

1. Assist with facilitating improved student achievement through the effective implementation of professional development.
2. Establish a positive learning environment and respond to the individual educational needs of special education identified students and staff.
3. Provide professional leadership to collaboratively problem-solve the effective delivery of research-based instructional practices.
4. Ensure all activities conform to Federal, State, and District regulations and/or guidelines.
5. Communicate and work effectively and cooperatively with members of the school district, community organizations and agencies to promote a positive, instructional effective school and district climate.

6. Advocate with staff and administration to provide legally appropriate best practices to meet the educational, social, and emotional needs of individual students.
7. Operate all equipment appropriately if needed to perform duties.
8. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.
9. Implement the vision and mission of the district.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

**General Responsibilities:**

1. Provide on-going professional development in a variety of formats including individual, small and large groups, interest/study groups and new teacher induction program.
2. Keep current on educational developments by attending professional meetings, reading professional journals, and other publications to enhance knowledge and skill.
3. Provide instructional support through planning, modeling, co-teaching and reflection to facilitate the positive personal, social, cognitive development of students and to ensure that the legal educational rights of special education students are met.
4. Observe student response to instruction, providing constructive feedback to staff and modeling effective, innovative instructional strategies or behavioral interventions.
5. Assist with the development of appropriate classroom management and model this skill, especially for teachers new to special education.
6. Assist in decision making leading to the alignment of instruction with state standards, curriculum, and assessments.

7. Assist in the use of standards-based curriculum in writing Individual Education Plans and in lesson planning and presentation.
8. Assist with the recommendation, organization, maintenance and distribution of curricular materials.
9. Serve as a mentor for data collection, analysis, and presentation of assessment data related to academic and behavioral student needs.
10. Assist in the analysis and translation of data to determine the need to continue or change instructional practices.
11. Assist staff in setting high expectations for student achievement and behavior.
12. Provide professional development to aid in making state and local assessment decisions and in the appropriate record-keeping and scoring of alternate assessment measures.
13. Collaborate with the administrative staff, instructional coaches and the school improvement team in the planning and implementation of efforts to increase the student achievement of special needs students.
14. Collaborate with administrative staff, general educators, school psychologists, and related service providers in the implementation of a response to intervention model.
15. Assist in providing professional development to create a model for positive behavioral support.
16. Be responsible for the provision of the new teacher induction model.
17. Encourage the use of technology to support student and staff learning.
18. Demonstrate effective interpersonal relationships with students, staff, parents, and the community and respond to information requests in a courteous and timely manner.
19. Assist in the planning and training of para-educators.
20. Provide assistance with case-management and the completion of the IEP and due process forms, especially for teachers new to special education.
21. Assist in the completion of IEP evaluation tools such as rubrics and the Focused Monitoring process.

22. Recommend potential changes to the IEP forms, technological process, and resource materials.
23. Assist with advocacy and public awareness leading to increased understanding of the needs of exceptional children.
24. Assist with decision-making related to maintaining the needed inventory of materials and supplies.
25. Maintain appropriate confidential records and provide documented information in a cooperative, confidential, and timely manner.
26. Observe all district and school policies while participating in building and system-wide planning and assist in the identification and evaluation of program outcomes.
27. Attend staff development in order to implement and follow all Federal, State, and District special education regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
28. Perform other duties and assumes other responsibilities as assigned by the Director of Special Services and according to the negotiated agreement.

**Terms of Employment:** Academic year and supplemental days if needed to perform job duties.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of the Kansas Statues and Board of Education policy.

**Approved:** 08/07/07

## **Special Education Support Facilitator Job Description**

**Purpose:** The Special Education Support Facilitator creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Special Education Support Facilitator must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal and Supervisor of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Valid Kansas Teacher Certificate with endorsement in at least one area of special education.
2. A minimum of two years' successful special education experience in a school setting.
3. Minimum Bachelors degree. A Master's degree from an accredited institution with courses in special education preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to advocate with staff and administration for best practices to meet the educational needs of identified students.

5. Ability to communicate and work effectively and cooperatively with members of the school district and community.
6. Ability to operate all equipment appropriately as required.
7. Ability to react to change and frequent interruptions in an instructional and productive manner, meeting deadlines as assigned.
8. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Ability to be flexible regarding scheduling, working conditions, and locations.
4. Ability to be mobile, and perform physical exertion as required.

**General Responsibilities:**

1. Ability to assist with scheduling special education students and paraprofessionals.
2. Ability to assist with environmental and academic modifications as needed.
3. Ability to model innovative practices, strategies, and teaching techniques in general/special education classrooms.
4. Ability to assist with paraprofessional record keeping.
5. Ability to facilitate monthly special education department meetings.
6. Ability to review staffing needs and resources with Special Services Supervisor.
7. Keep current on new information, innovative ideas, and techniques by attending staff development activities, and participating in professional growth opportunities.
8. Ability to observe and follow all school district policies during all activities.

9. Ability to participate as a team member in the comprehensive evaluation, review, and reevaluation process.
10. Ability to participate in the development of student IEP's.
11. Ability to monitor student progress and make informed, timely educational decisions.
12. Ability to display a thorough knowledge of general and special education curriculum and subject matter and practice effective instructional strategies.
13. Ability to set high expectations for student achievement and behavior.
14. Ability to demonstrate effective interpersonal relationships with parents, staff, and community.
15. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
16. Ability to consult with parents, teachers, administrators, and others concerning the educational needs of students and special services that are available.
17. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.
18. Ability to cooperate with agencies serving students and their families.
19. Ability to assist with public awareness activities leading to a better understanding of the educational needs of exceptional children.
20. Ability to assist students in developing feelings of self-worth and in making social adjustments permitting them to cope with disabilities.
21. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
22. Ability to obtain advance approval from the Supervisor of Special Services for all special activities and expenditures according to current budget.
23. Ability to maintain appropriate confidential records and provide timely reports.
24. Ability to respond to information requests in a cooperative, courteous, and timely manner.

25. Ability to keep student information and records confidential.
26. Ability to observe and follow the required program guidelines as defined by Kansas Plan for Special Education and the Turner Special Education Procedural Manual.
27. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
28. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services according to negotiated agreement.

**Term of Employment:** Academic year as calendared. Salary and work to be established by the Board.

**Evaluation:** Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Approved:**  
12/21/99

## **Special Education Transition Facilitator Job Description**

**Purpose:** The Special Education Transition Facilitator creates a positive learning environment to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Special Education Transition Facilitator must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal and Supervisor of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelors Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate with endorsement in at least one area of Special Education on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide vocational orientation, counseling, placement and follow-up services to identified senior high Special Education students who receive vocational services.
2. Ability to work to implement the vision and mission of the District.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to operate all equipment appropriately as required.
6. Ability to react to change in an instructional and productive manner, meeting deadlines as assigned.

7. Ability to model commitment and dedication to work.
8. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Ability to occasionally work in noisy and crowded environments, with numerous interruptions.
3. Ability to be mobile, and perform physical exertion as required.
4. Ability to be flexible regarding scheduling, working conditions, and locations.

**General Responsibilities:**

1. Ability to coordinate, develop and assist in the maintenance of vocational placements for students enrolled in the work-study and other vocational programs.
2. Ability to provide information to secondary Special Education students and their parents of vocational options through classroom discussion, teacher and parent conferences and IEP meetings.
3. Ability to counsel regularly with the students participating in vocational programs concerning vocationally related issues/concerns.
4. Ability to coordinate the formal and informal vocational evaluation of Special Education students participating in vocational programs.
5. Ability to assist with the ongoing development and review of functional curriculum and assessment procedures.
6. Ability to assist in providing vocational goals and objectives on the IEP's of Special Education students involved in vocational programs.
7. Ability to procure contracts and/or community jobs as appropriate for vocational training of students.
8. Ability to coordinate vocational services provided by outside agencies, such as vocational Rehabilitation, the Wyandotte Developmental Disability Services (WDDS), AVTS, and KCKCC when these services are available to help provide

the vocational programming of Special Education students.

9. Ability to schedule transportation to and from jobs when appropriate.
10. Ability to inservice District Special Education case managers concerning community agencies.
11. Ability to attend transition and/or vocational-related workshops, conferences and committee meetings.
12. Ability to supervise job coaches within the District's vocational classes and on-the-job placements.
13. Ability to participate in the development of student IEP's.
14. Ability to observe and follow the required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
15. Ability to monitor student progress and make informed, timely educational decisions.
16. Ability to set high expectations for student achievement and behavior.
17. Ability to demonstrate effective interpersonal relationships with parents, staff, and community.
18. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
19. Ability to assist with public awareness activities leading to a better understanding of the educational needs of exceptional children.
20. Ability to assist students in developing feelings of self-worth and in making social adjustments permitting them to cope with disabilities.
21. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
22. Ability to obtain from Supervisor of Special Services advance approval for all special activities and expenditures according to current budget.
23. Ability to maintain appropriate confidential records and provide timely reports.

24. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
25. Ability to respond to information requests in a cooperative, courteous, and timely manner.
26. Ability to keep student information and records confidential.
27. Ability to observe and follow all school district policies during all activities.
28. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
29. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services according to Negotiated Agreement.

**Term of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Speech-Language Pathologist Job Description**

**Purpose:** The Speech-Language Pathologist assists in developing speech and language skills to facilitate the personal, social, and intellectual development of students. In order to respond to the individual needs and abilities of students, the Speech-Language Pathologist must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Masters Degree from an accredited college/university.
2. Current Kansas State Speech Pathologist license and Certificate with endorsement in Speech Language Pathology on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist in developing speech and language skills to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to operate all equipment appropriately as required.
6. Ability to react to change and frequent interruptions in an instructional and productive manner, meeting deadlines as assigned.

7. Ability to advocate with staff and administration for best practices to meet the educational needs of identified students.
8. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle.
2. Ability to occasionally work in noisy and crowded environments, with numerous interruptions.
3. Ability to be flexible regarding scheduling, working conditions and locations.
4. Ability to be mobile, and perform physical exertion as required.

**General Responsibilities:**

1. Ability to assist in the early recognition and prevention of educational problems.
2. Ability to monitor student progress and make informed, timely educational decisions.
3. Ability to conduct speech, language, and hearing screenings and diagnostic evaluations to determine the need for clinical services.
4. Ability to participate as a team member in the comprehensive evaluation, review, and re-evaluation process.
5. Ability to participate in the development of student IEP's.
6. Ability to observe and follow the required program guidelines as defined by the Kansas Plan for Special Education and Turner School District Procedural Manual.
7. Ability to consult with parents, teachers, administrators, and others concerning the needs of students and special services that are available.
8. Ability to assist teachers in the development and implementation of curriculum modifications and appropriate classroom strategies.
9. Ability to refer students and their families to appropriate community agencies and services in collaboration with other team members.

10. Ability to cooperate with agencies serving students and their families.
11. Ability to provide therapy, follow-up, and/or consultation based on student IEP's.
12. Ability to motivate students through effective communication and evaluative feedback.
13. Ability to demonstrate awareness of the needs of students and provide for individual educational differences.
14. Ability to set high expectations for student achievement and behavior.
15. Ability to demonstrate effective interpersonal relationships with parents, staff and community.
16. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
17. Ability to plan and implement transitional programs for students.
18. Ability to assist students in developing feelings of self-worth and in making social adjustments permitting them to cope with disabilities.
19. Ability to maintain appropriate, confidential records and provide timely reports.
20. Ability to order and maintain an adequate inventory of materials and supplies according to current budget.
21. Ability to obtain advance approval for all special activities and expenditures according to current budget.
22. Ability to assist with public awareness activities leading to a better understanding of the educational needs of exceptional children.
23. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.
24. Ability to observe and follow all school district policies during all activities.
25. Ability to apply for, complete necessary documents, and be responsible for third party reimbursement--Medicaid.

26. Ability to respond to information requests in a cooperative, courteous, and timely manner.
27. Ability to keep student information and records confidential.
28. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
29. Ability to perform other duties and assume other responsibilities as assigned by the Principal and Supervisor of Special Education according to negotiated agreement.

**Terms of Employment:** Academic Year

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

2/7/12

## **Day Program (S.T.E.P.) Facilitator Job Description**

**Purpose:** The S.T.E.P. Facilitator brings vital leadership skills to the day program by following district procedures and policies, and recommending appropriate curriculum and behavior modifications for students with behavior disordered concerns. In order to respond to the individual needs and abilities of students, the S.T.E.P. Facilitator must work closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal and Supervisor of Special Services

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Minimum Bachelors Degree from an accredited college/university. A Master's Degree from an accredited institution, with courses in special Education preferred.
2. Current/valid Kansas State Teaching Certificate on file in the Central Office.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. A minimum of two (2) years' successful Special Education experience in a school setting.
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to facilitate the personal, social, and intellectual development of students.
2. Ability to establish a positive learning environment and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.
5. Ability to appropriately operate all equipment as required.
6. Ability to react to change and frequent interruptions in an instructional and productive manner, meeting deadlines as assigned, and handle other tasks as assigned.

7. Ability to advocate with staff and administration for best practices to meet the needs of identified students.
8. Ability to work to implement the vision and mission of the school district.
9. Ability to work with technology/computer systems.
10. Ability to supervise, direct, motivate, and correct employee's job performance.
11. Ability to model commitment and dedication to work.
12. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Ability to travel in personal or school district vehicle..
2. Ability to maintain an environment where all children can learn at their level of instruction.
3. May require some physical exertion, such as stooping, bending, kneeling, reaching, and turning.
4. Ability to be flexible regarding scheduling, working conditions and locations.
5. Ability to work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to comply with federal law and state regulations regarding the coordination of special education programs, compliance, and IEP requirements, especially when applicable to the placement of students in the Day Program.
2. Ability to follow and implement Board of Education procedures regarding student and staff policies.
3. Ability to provide support teacher services to staff and students enrolled in the Day Program (STEP) and Junction Primary/Elementary School.
4. Ability to model appropriate instructional strategies related to the successful teaching of behavior disordered students at the Day Program.
5. Ability to coordinate staff development opportunities for employees of the Day Program, and as requested by school administrators for staff in the elementary and secondary buildings.

6. Ability to provide consultative services to the school district's secondary behavior disordered programs regarding curriculum and behavior modifications.
7. Ability to attend IEP meetings for those students who are placed in one of the secondary education self-contained programs, and who are potential candidates for placement in the Day Program.
8. Ability to attend all IEP meetings for students enrolled at the Day Program, including transitional placement IEP meetings.
9. Ability to coordinate vocational education services for students enrolled in the Day Program.
10. Ability to monitor the contractual mental health services provided by a mental health agency or appropriately licensed individual.
11. Ability to assist the Supervisor of Special Services with certified and classified Special Education staff evaluations at the Day Program.
12. Ability to monitor the success of the day model by developing appropriate evaluation methods collaboratively with the Supervisor of Special Services.
13. Ability to log consultations and staff development activities in an effort to meet compliance and auditing requirements.
14. Ability to complete maintenance requests pertaining to the facilities of the Day Program.
15. Ability to coordinate the request for supplies and equipment for the Day Program with the Supervisor of Special Services according to the current budget.
16. Ability to obtain from Supervisor of Special Services advance approval for all special activities and expenditures according to the current budget.
17. Ability to keep current on new information, innovative ideas, and techniques by attending staff development activities and participating in professional growth opportunities.
18. Ability to follow and implement required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
19. Ability to participate as a team member in the comprehensive evaluation, review, and re-evaluation process.
20. Ability to participate in the development of student IEP's.
21. Ability to demonstrate a thorough knowledge of general and special education curriculum and subject matter, and practice effective instructional strategies.

22. Ability to demonstrate awareness of the needs of students and provide for individual educational differences.
23. Ability to set high expectations for student achievement and behavior.
24. Ability to demonstrate effective interpersonal relationships with others.
25. Ability to establish and maintain a positive climate for learning through appropriate classroom management.
26. Ability to consult with parents, teachers, administrators, and others concerning the needs of students and special services that are available.
27. Ability to cooperate with agencies serving students and their families.
28. Ability to assist with public awareness activities leading to a better understanding of the needs of exceptional children.
29. Ability to assist students in developing feelings of self-worth and in making social adjustments permitting them to cope with disabilities.
30. Ability to complete appropriate confidential records, provide timely reports, and keep student information and records confidential.
31. Ability to train and monitor paraeducators as assigned.
32. Ability to observe and follow all school district policies during all activities.
33. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
34. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Special Services in accordance with negotiated agreement.

**Term of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Assistant Accountant Job Description**

**Purpose:** The Assistant Accountant maintains the financial books and accounts of the district to ensure accurate accounting for receipts and disbursements. To accomplish these tasks, the Assistant Accountant must work closely with the staff and administration of the District.

**Responsible to:** Director of Finance/Student Learning

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Five years' experience in accounting.
4. Knowledge of computer usage and application, as well as various office machines and telecommunications equipment.
5. Must pass spelling, math, and typing (45 wpm) tests.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to maintain the financial books and accounts of the District to ensure accurate accounting for receipts and disbursements.
2. Ability to ensure financial activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment, including a computer, as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires stooping, bending, and reaching.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to operate computer systems to prepare accounts payable and related budget reports for all schools and departments.
2. Ability to process #2 and #3 purchase order copies according to accounts payable procedures. Process all partial payments on monthly schedule.
3. Ability to process bill list on computer and photocopy for Board meeting.
4. Ability to process #3 purchase order copy for encumbering to budget file daily on computer. Update purchase order information to the budget file and process related reports for a monthly purchase order register.
5. Ability to code purchase orders.
6. Ability to assist Maintenance/Property Services Department staff with coding and charging of orders.
7. Ability to contact vendors regarding errors or problems on invoices or statements. Verify all statements from vendors on a timely basis.
8. Ability to maintain the file for all accounts payable paid invoices.
9. Ability to enter payment of bills for Food Service and write checks.
10. Ability to process outstanding check list.
11. Ability to type purchase orders as needed, and for other departments as invoices are received.
12. Ability to encumber all utilities.

13. Ability to process Turner Recreation Commission bills and bill list on computer and necessary photo copying for Recreation Commission meeting.
14. Ability to type checks and key typed and voided checks into computer.
15. Ability to check all Form 5's for payment and process.
16. Ability to sort and code all #2 purchase order copies for payment.
17. Ability to assist staff with problems concerning purchases and budget.
18. Ability to process all necessary invoices that need to be paid between the regular accounts payable schedule.
19. Ability to process 1099's.
20. Ability to operate three different printers, use of burster, and check signer.
21. Ability to travel to the bank and Wyandotte County Treasurer's Office to pick up tax money.
22. Ability to observe and follow all school district policies at all times.
23. Ability to respond to information requests in a cooperative, courteous and timely manner.
24. Ability to keep personnel information and records confidential.
25. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
26. Ability to perform other tasks and assume other responsibilities as directed by the Director of Finance/Student Learning.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

**Revised:**  
2/2/10

**Assistant Accountant - Accounts Payable  
Job Description**

**Purpose:** The Assistant Accountant-Accounts Payable maintains the financial books and accounts of the district to ensure accurate accounting for receipts and disbursements. To accomplish these tasks, the Assistant Accountant-Accounts Payable must work closely with the staff and administration of the District.

**Responsible to:** Director of Finance/Student Learning

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Five years' experience in accounting.
4. Knowledge of computer usage and application, as well as various office machines and telecommunications equipment.
5. Must pass spelling, math, and typing (45 wpm) tests.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to maintain the financial books and accounts of the District to ensure accurate accounting for receipts and disbursements.
2. Ability to ensure financial activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to appropriately operate all equipment as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials repetitively.
3. Requires stooping, bending, and reaching.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to maintain accurate 1099 file and records, and run 1099's.
2. Ability to process and tear down all District purchase orders. Mail out purchase orders. Encumber all purchase orders and file appropriately. Type purchase orders as needed for District and Recreation Commission.
3. Ability to enter receipts into system. Help process deposits for District and Recreation Commission.
4. Ability to enter bills to be paid for District, Recreation Commission, and Food Service. File bills for Board meeting. Process accounts payable checks. Prepare for mailing. Maintain files for accounts payable bills and file all bills for District, Recreation Commission, and Food Service.
5. Ability to reconcile checks accounts payable and payroll for District and Recreation Commission. Help with bank statement for District and Recreation Commission.
6. Ability to enter and check budget figures as instructed by the Director of Finance/Student Learning.
7. Ability to open mail and match invoices and pink copies to blue copies of purchase orders.
8. Ability to answer accounts payable calls on invoices and purchase orders from vendors and schools.

9. Ability to request invoices, 1099 information.
10. Ability to process all utility and phone bills for District.
11. Ability to type monthly tax forms.
12. Ability to operate three different printers, burster, and check signer.
13. Ability to assist Payroll as needed (enter timecards, stuff checks, assist with insurance, etc.).
14. Ability to observe and follow all school district policies at all times.
15. Ability to respond to information requests in a cooperative, courteous and timely manner.
16. Ability to keep personnel information and records confidential.
17. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Ability to perform other tasks and assume other responsibilities as directed by the Director of Finance/Student Learning.

**Term of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

2/2/10

### **Assistant Accountant - Payroll Job Description**

**Purpose:** The Assistant Accountant-Payroll maintains the financial books and accounts of the district to ensure accurate accounting of receipts and disbursements. To accomplish these tasks, the Assistant Accountant-Payroll must work closely with the staff and administration of the District.

**Responsible to:** Director of Finance/Student Learning

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Five years' experience in accounting.
4. Knowledge of computer usage and application, as well as various office machines and telecommunications equipment.
5. Must pass spelling, math, and typing (45 wpm) tests.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to maintain the financial books and accounts of the District to ensure accurate accounting of receipts and disbursements.
2. Ability to ensure financial activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to appropriately operate all equipment, including a computer, as required.
6. Ability to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, and reaching.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to prepare separate semi-monthly payrolls for general fund, Food Service Department, and Turner Recreation Commission.
2. Ability to prepare timecards for semi-monthly payrolls for above three (3) departments.
3. Ability to set up transmission schedule with bank annually for direct deposit of payroll.
4. Ability to process all direct deposit applications, pre-notify bank, wire to bank all direct deposits two business days prior to payday.
5. Ability to enter all W4 changes, TSA changes, insurance change, for each employee.
6. Ability to create payroll reports semi-monthly for FICA, Unemployment, KPERS, Federal, and State withholding.
7. Ability to maintain annual KPERS report and submit official report in January for previous year.
8. Ability to process W-2 registers and W-2's for each employee.
9. Ability to maintain personnel file for each employee.

10. Ability to deduct annuity payments from employee's checks and reconcile all billings.
11. Ability to deduct health insurance premiums and reconcile monthly billings. Submit all change forms, drops, and new enrollment forms.
12. Ability to verify each employee has submitted a Section 125 form and all insurance forms have been completed at open enrollment for insurance.
13. Ability to calculate annual leave buy-back for each employee and pay in June.
14. Ability to enter new salaries for each group of employees at the beginning of the school year.
15. Ability to observe and follow all school district policies at all times.
16. Ability to keep student and personnel information and records confidential.
17. Ability to respond to information requests in a cooperative, courteous and timely manner.
18. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
19. Ability to perform other tasks and assume other responsibilities as directed by the Director of Finance/Student Learning.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approval:**

12/21/99

**Revised:**

2/2/10

**Benefits Coordinator/Assistant Accountant  
Job Description**

**Purpose:** The Benefits Coordinator maintains all benefits accounts of the district to ensure accurate accounting for receipts and disbursements, maintains all related files and assists employees with benefit matters. Additionally, the Assistant Accountant maintains the financial books and accounts of the district. To accomplish these tasks, the Benefits Coordinator/Assistant Accountant must work closely with the vendors, staff and administration of the District.

**Responsible to:** Director of Finance/Student Learning

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Five years' experience in accounting, benefits administration or related field.
4. High level of competence with Microsoft computing applications. Demonstrated word processing, Excel, various computer programs, and organizational skills..
5. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to maintain the financial books and accounts of the District to ensure accurate accounting for receipts and disbursements.
2. Ability to ensure financial activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.

4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to appropriately operate all equipment, including a computer, as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials repetitively.
3. Requires stooping, bending, and reaching.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to manage staff insurance enrollment (enter timecards, process checks, assist with payroll, accounts payable, etc.).
2. Ability to process all District benefits paperwork. Mail out pertinent information and answer questions related to benefits.
3. Ability to reconcile insurance statements. Assist with bank statement for District and Recreation Commission.
4. Ability to prepare separate semi-monthly payrolls for general fund, Food Service Department, and Turner Recreation Commission.
5. Ability to prepare timecards for semi-monthly payrolls for above three (3) departments.
6. Ability to process all direct deposit applications, pre-notify bank, wire to bank all direct deposits two business days prior to payday.

7. Ability to enter all W4 changes, TSA changes, insurance change, for each employee.
8. Ability to create payroll reports semi-monthly for FICA, Unemployment, KPERS, Federal, and State withholding.
9. Ability to maintain annual TUSD and TREC KPERS reports and submit official reports in January for previous year.
10. Ability to process W-2 registers and W-2's for each employee.
11. Ability to deduct annuity payments from employee's checks and reconcile all billings.
12. Ability to deduct health insurance premiums and reconcile monthly billings. Submit all change forms, drops, and new enrollment forms.
13. Ability to verify each employee has submitted a Section 125 form and all insurance forms have been completed at open enrollment for insurance.
14. Ability to calculate annual leave buy-back for each employee and pay in June.
15. Ability to enter receipts into the accounting system. Help process forms and paper work for the District and the Turner Recreation Commission.
16. Ability to enter and check budget figures as instructed by the Director of Finance/Student Learning.
17. Ability to observe and follow all school district policies at all times.
18. Ability to respond to information requests in a cooperative, courteous and timely manner.
19. Ability to maintain personnel information and keep records confidential.
20. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Ability to perform other tasks and assume other responsibilities as directed by the Director of Finance/Student Learning.

**Term of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

9/5/06

**Revised:**

2/21/12

## **Lifeguard Job Description**

**Purpose:** The primary responsibilities of the Lifeguard: being responsible for the safety and well-being of the patrons of the Turner Aquatic Center. Performs lifeguarding duties as assigned by the Aquatics Coordinator, Lead Aquatic supervisor, and Shift Supervisors

**Responsible to:** Aquatic Coordinator, Lead Aquatic Supervisor and Shift Supervisors or Turner High School Principal

**Payment rate:** Part-time, non-exempt

### **Qualifications:**

1. Must be at least 15 years of age.
2. Candidate must have or be able to acquire Lifeguard certification, possess obtain and maintain certification in CPR and First Aid.
3. Experience in lifeguarding, swim lesson program is preferred.
4. Ability to read, write and communicate clearly.
5. Strong customer service skills.
6. Successfully pass a background check.

### **Essential Functions:**

1. Perform duties of a lifeguard as required or scheduled.
2. Complete reports/records assigned by the Aquatics coordinator/Lead aquatic supervisor/shift supervisor.
3. Assists with preparation and clean up for daily activities and operations of facility and maintenance of equipment (example: pool parties, swim lessons, special events).
4. Promote safety for pool participants and recommend corrective action.
5. Patrol the pool/building/facilities/ grounds for the enforcement of safety rules and regulations.
6. Display the knowledge and has the ability to enforce department policies and procedures and to interpret written instructions and manuals.
7. Interact with the public in a professional manner and have verbal and written communication skills.

## **Aquatic Supervisor Job Description**

**Purpose:** The primary responsibilities of the Aquatic Supervisor include: assisting the Aquatic Coordinator and Lead Aquatic Supervisor with: supervising weekend/holiday staff and facility operations. Maintaining and initiating emergency response plans, trainings, and systems for staff and facilities. To accomplish these tasks, the Aquatic Supervisor works closely with the Lead Aquatic Supervisor and Aquatic Coordinator.

**Responsible to:** Aquatic Coordinator, Lead Aquatic Supervisor or Turner High School Principal

**Payment rate:** Part-Time, non-exempt

### **Qualifications:**

1. Candidate must have or be able to acquire Lifeguard and Swim Instructor certifications and ability to obtain and maintain a certification in CPR and First Aid Certifications.
2. One-two years of experience in lifeguarding preferred.
3. Excellent written, verbal, organization, and communication skills.
4. Strong customer service skills.
5. Successfully pass a background check.

### **Essential Functions:**

1. Perform duties of a lifeguard.
2. Promote safety for pool participants and recommend corrective action.
3. Patrol the pool/building/facilities/ grounds for the enforcement of safety rules and regulations.
4. Display the knowledge and has the ability to enforce department policies and procedures and to interpret written instructions and manuals.
5. Interact with the public in a professional manner and have verbal and written communication skills.
6. Ability to plan and schedule the operation of the swimming pool, located at Turner High School.
7. Ability to train, supervise, and evaluate, lifeguards and swimming lesson instructors.
8. Ability to ensure the daily monitoring by staff of pool revenue, attendance, accidents and/or incidents, air and water temperature, chlorine and acid content, and promptly submits reports documenting these factors.

**Physical Requirements/Environmental Conditions:**

This position requires that the Supervisor be able to swim well enough to maintain Lifeguard Certificates and requires a minimum level of cardiovascular fitness to teach water fitness classes. The Aquatic Supervisor should be able to climb steps to another level and may lift and carry upwards of 50 lb. bags of chemicals while operating the pool.

**General Responsibilities:**

1. Ability to work week days and weekends during the academic school year. This includes Saturdays and Sundays, 5:00 a.m. beginning shift and work hours during the weekdays.
2. Ability to plan, direct, and supervise the work of subordinates in a manner conducive to full performance and high morale.
3. Ability to administer and manage the operation, maintenance, and staffing requirements of aquatics facilities and amenities.
4. Ability to deal effectively and tactfully with the public and to be capable of enforcing regulations firmly and impartially.
5. Ability to prepare and maintain reports and budgets.
6. Ability to plan, coordinate, and conduct training programs and emergency situation simulation drills.
7. Ability to maintain an orderly shop, safeguarding all equipment and supplies.
8. Ability to perform assigned tasks requiring physical strength and agility.
9. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities as directed by the Aquatics Coordinator and Lead Aquatic Supervisor.

**Term of Employment:** Part-Time

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

EO/M/F/D/V

**Approved:**  
11/15/16

## **Lead-Aquatic Supervisor Job Description**

**Purpose:** The primary responsibilities of the Lead Aquatic Supervisor include: assisting the Aquatic Coordinator with: scheduling and supervising lifeguards; coordinating/teaching swimming lesson programs; supervising weekend/holiday staff and facility operations. Maintaining and initiating emergency response plans, trainings, and systems for staff and facilities. To accomplish these tasks, the Lead Aquatic Supervisor works closely with the Aquatic Coordinator and administration of the District.

**Responsible to:** Aquatic Coordinator or Turner High School Principal

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. Associates degree in recreation/leadership or related field or an equivalent combination of education and experience preferred.
2. Candidate must have or be able to acquire Lifeguard Instructor, Swim Instructor and Certified Pool Operator or Aquatic Facility Operator certifications soon after the hire date. Possession of or ability to obtain and maintain a certification in CPR and First Aid Certifications.
3. One-two years of experience in pool management, swim lesson program development is preferred.
4. Excellent written, verbal, organization, and communication skills.
5. Successfully pass a background check.

### **Essential Functions:**

1. Ability to plan and schedule the operation of the swimming pool, located at Turner High School.
2. Ability to train, supervise, and evaluate, lifeguards and swimming lesson instructors.
4. Ability to conduct in-service training and oversee rescue drills for staff.
5. Ability to ensure the daily monitoring by staff of pool revenue, attendance, accidents and/or incidents, air and water temperature, chlorine and acid content, and promptly submits reports documenting these factors.
6. Ability to watch for unsafe conditions or practices and recommend corrective action.
7. Ability to plan, schedule, and coordinate diversified aquatic programs, including Red Cross swim instruction.
8. Ability to make budget, staffing, and program recommendations.
9. Ability to publicize/promote programs.

**Physical Requirements/Environmental Conditions:**

This position requires that the Lead Supervisor be able to swim well enough to maintain Lifeguard Certificates and requires a minimum level of cardiovascular fitness to teach water fitness classes. The Lead Aquatic Supervisor should be able to climb steps to another level and may lift and carry upwards of 50 lb. bags of chemicals while operating the pool.

**General Responsibilities:**

1. Ability to work week days and weekends during the academic school year. This includes Saturdays and Sundays, 5:00 a.m. beginning shift and work hours during the weekdays. There is flexibility built into the schedule of 40 hours a week.
2. Ability to plan, direct, and supervise the work of subordinates in a manner conducive to full performance and high morale.
3. Ability to administer and manage the operation, maintenance, and staffing requirements of aquatics facilities and amenities.
4. Ability to deal effectively and tactfully with the public and to be capable of enforcing regulations firmly and impartially.
5. Ability to prepare and maintain reports and budgets.
6. Ability to plan, coordinate, and conduct training programs and emergency situation simulation drills.
7. Ability to maintain an orderly shop, safeguarding all equipment and supplies.
8. Ability to perform assigned tasks requiring physical strength and agility.
9. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities as directed by the Aquatics Coordinator.

**Term of Employment:** Full time

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

EO/M/F/D/V

**Approved:**  
11/15/16

**Physical Requirements/Environmental Conditions:**

This position requires that the Supervisor be able to swim well enough to maintain Lifeguard Certificates and requires a minimum level of cardiovascular fitness to teach water fitness classes. The Aquatic Supervisor should be able to climb steps to another level and may lift and carry upwards of 50 lb. bags of chemicals while operating the pool.

**General Responsibilities:**

1. Ability to work week days and weekends during the academic school year. This includes Saturdays and Sundays, 5:00 a.m. beginning shift and work hours during the weekdays.
2. Ability to plan, direct, and supervise the work of subordinates in a manner conducive to full performance and high morale.
3. Ability to administer and manage the operation, maintenance, and staffing requirements of aquatics facilities and amenities.
4. Ability to deal effectively and tactfully with the public and to be capable of enforcing regulations firmly and impartially.
5. Ability to prepare and maintain reports and budgets.
6. Ability to plan, coordinate, and conduct training programs and emergency situation simulation drills.
7. Ability to maintain an orderly shop, safeguarding all equipment and supplies.
8. Ability to perform assigned tasks requiring physical strength and agility.
9. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities as directed by the Aquatics Coordinator and Lead Aquatic Supervisor.

**Term of Employment:** Part-Time

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

EO/M/F/D/V

**Approved:**  
11/15/16

## **Food & Nutrition Services Assistant Manager Job Description**

**Purpose:** The Food & Nutrition Services Assistant Manager assists the Manager in supervising and coordinating food services to ensure nutritional and safe food handling requirements are consistently met and that the food services programs are efficient, accountable and responsible in use of all resources. To accomplish these tasks, the Food & Nutrition Services Assistant Manager must work closely with the cafeteria manager, staff and administration of the District and the Food & Nutrition Services Department.

**Responsible to:** Food & Nutrition Services Manager and Supervisor of Food & Nutrition Services.

**Supervises:** Assigned school food services staff.

**Payment rate:** Salary and benefits as established by the Board of Education.

**Qualifications:**

1. One year documented employment experience in school food service or equivalent position.
2. Health and Inoculation Certificate on file in the Central Office, after employment offer is made. Must maintain current TB testing as required by Health Department Regulations.
3. Ability to maintain strict confidentiality when processing student meal benefit eligibility data.
4. Demonstrated enthusiasm and support for school based Child Nutrition programs and their goal of safeguarding the health and welfare of students through sound dietary and physical activity habits.
5. Ability to work effectively and independently without direct supervision as well as to work effectively in collaborative efforts.
6. High school diploma or GED encouraged and preferred.
7. Ability to read and compute as is necessary to follow written instructions and to record required meal production and service data.
8. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Assist the Food & Nutrition Services Manager in supervising and coordinating food services to ensure nutritional and safe food handling requirements are consistently met and that the food services programs are efficient and responsible in use of all resources.
2. Assist manager to ensure all activities conform to District guidelines.

3. Communicate and work effectively and cooperatively with members of the District staff, students and school community.
4. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Appropriately operate all equipment as required.
6. Support the value of an education and of personal wellness practices.
7. Support the vision and mission of the District and of the Food & Nutrition Services Department.

**Physical Requirements/Environmental Conditions:**

1. Must able to lift a maximum of 30 pounds and have the ability to withstand prolonged periods of standing or sitting, to work in both and hot and cold environments; to work with and around cleaning and sanitizing chemicals and products and to perform other physical tasks commonly associated with school food service operations such as bending, lifting, stooping, reaching, pulling and/or pushing heavy objects and materials.
2. Must be able to work effectively in noisy and crowded environments.
3. Must be able to work around fumes and odors.

**General Responsibilities:**

1. Assist Food & Nutrition Services Manager in scheduling and supervising staff.
2. Assist Manager in supervising and coordinating food services to ensure nutritional and safe food handling requirements are consistently met and that the food services programs are efficient, accountable and responsible in use of all resources.
3. Practice and model safe and efficient food handling skills to ensure all Health Department requirements are routinely met.
4. Assume the duties of Manager (food and supply ordering, storage and inventory; food preparation and service; daily meal and income activity records; daily income and deposit records; employee time sheets and absence reports) in his/her absence to maintain smooth cafeteria operations.
5. Function as interim manager in other facilities when needed due to temporary-emergency situations.
6. Comply with established regulations and/or quality standards when receiving, storing, preparing and serving foods.

7. Attend job related training classes, including district in-service programs, related to employment within the district and to school food service management in order to expand skill level and to maintain current knowledge of State, Federal and local regulations governing school food service programs.
8. Promote and build support for child nutrition programs by developing & implementing special cafeteria events, nutrition education & community awareness programs/activities.
9. Seek opportunities to build managerial skills and program knowledge through professional networking, involvement in the endeavors of industry related professional organizations and participation in internal/external job training opportunities.
10. Perform any food preparation and/or service task as required to provide "customer friendly," quality meal service within established time frame(s) and to maintain a clean and orderly work environment.
11. Observe and follow all school district policies at all times.
12. Respond to information requests from students, parents, district staff and school community in a cooperative, courteous and timely manner.
13. Observe and implement all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
14. Accept temporary assignments in 'other' district school cafeteria operations, as might be required in emergency situations.
15. Perform such other tasks and assume such other responsibilities as directed by the Supervisor of Food & Nutrition Services, Manager or Building Principal.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
7/17/07

## **Food & Nutrition Services Service Coordinator**

### **PURPOSE:**

The Food and Nutrition Service Coordinator will effectively provide the support services necessary to maintain an efficient food services program. To accomplish these tasks, the Service Coordinator must work closely with the Director of Food Service, Food Service Management Company, school and district administrators and the Food & Nutrition Services Department staff. In addition, the Food and Nutrition Service Coordinator will communicate and assist parents and guardians with USDA requirements including breakfast/ lunch participation.

**RESPONSIBLE TO:** Assistant Superintendent of Administrative Services

**SUPERVISES:** N/A

**PAYMENT RATE:** Salary and benefits as established by the Board of Education.

### **Qualifications:**

1. One year documented employment experience in school food service or equivalent position.
2. Health and Inoculation Certificate on file in the Central Office, after employment offer is made. Must maintain current TB testing as required by Kansas Department of Education and District.
3. Maintain strict confidentiality when processing student meal benefit eligibility data and payment history.
4. Demonstrate enthusiasm and support for school based Child Nutrition programs and their goal of safeguarding the health and welfare of students through sound dietary and physical activity habits.
5. Ability to work effectively and independently without direct supervision as well as to function effectively in collaborative efforts.
6. High school diploma or GED.
7. Read, compute and observe as necessary to follow written and on-site instructions. Maintain required documentation of meal production, service, income, payment data and other related tasks.
8. Desire to continue career improvement by enhancing skills and job performance.
9. Must possess valid motor vehicle operator's license and be able to provide own transportation to school work sites.

### **Physical Requirements/Environmental Conditions:**

1. Must be able to lift a maximum of 30 pounds and have the ability to withstand prolonged periods of standing or sitting, to work in both hot and cold environments; to work with and around cleaning and sanitizing chemicals and products and to perform other physical tasks commonly associated with school food service operations such as bending, lifting, stooping, reaching, pulling and/or pushing heavy objects and materials.

2. Must be able to work effectively in noisy and crowded environments.
3. Must be able to work around fumes and odors.

**Essential Functions:**

1. Work collaboratively with the Food Service Management Company and Food Service Director to ensure food services programs are efficient, accountable, and effectively utilize available resources.
2. Ensure all activities conform to District, KSDE, and USDA guidelines.
3. Communicate and work effectively with members of the District staff, students and school community.
4. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Appropriately, safely and efficiently operate all equipment as required.
6. Support the value of an education and of personal wellness practices.
7. Support the vision and mission of the District and of the Food & Nutrition Services Department.

**General Responsibilities:**

1. In a collaborative effort with Food and Nutrition Services Director, develop an appropriate daily task schedule.
2. Support established quality standards in areas of general communications and customer relations; facility housekeeping and sanitation; program accountability; resource management and cost containment.
3. Maintain productive and cooperative line of communication with school and district administrators and those the program serves in regard to cafeteria operations.
4. Promote and build support for child nutrition programs by developing & implementing special cafeteria events, nutrition education & community awareness programs/activities.
5. Seek opportunities to build managerial skills and program knowledge through professional networking, involvement in the endeavors of industry related professional organizations and participation in internal/external job training opportunities.
6. Participate in appropriate and continuous on-the-job training. Practice and model safe and efficient food handling skills to ensure all food safety regulations and requirements are routinely met.

7. Maintain approved systems and protocols in regard to daily meal and income activity records; employee time records and absence reports; student meal benefit eligibility status and payment history.
8. Maintain approved systems of purchasing, point-of-sale, and financial record keeping.
9. Attend job related training classes, including district in-service programs, related to employment within the district and to school food service management in order to expand skill level and to maintain current knowledge of State, Federal and local regulations governing school food service programs.
10. Perform daily staffing and substitute calling as necessary.
11. Perform any food preparation and/or service task as required to provide “customer friendly,” quality meal service within established time frame(s) and to maintain a clean and orderly work environment.
12. Observe and follow all school district policies at all times.
13. Respond to information requests from students, parents, district staff and school community in a cooperative, courteous and timely manner.
14. Observe and implement all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
15. Accept temporary assignments in ‘other’ district school cafeteria operations, as might be required in emergency situations.
16. Attend district and state meetings are required.
17. Train and assist food service staff with appropriate skills including acceptable safety and sanitation procedures.
18. Perform such other tasks and assume such other responsibilities as directed by the Supervisor of Food & Nutrition Services or Building Principal.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

6/16/15

## **Food & Nutrition Services Manager Job Description**

**Purpose:** The Food & Nutrition Services Manager supervises and coordinates food services to ensure nutritional and safe food handling requirements are consistently met and that the food services programs are efficient, accountable and responsible in use of all resources. To accomplish these tasks, the Food Services Manager must work closely with the staff and administration of the District and the Food & Nutrition Services Department.

**Responsible to:** Supervisor of Food & Nutrition Services and Building Principal.

**Supervises:** Assigned school food services staff.

**Payment rate:** Salary and benefits as established by the Board of Education.

### **Qualifications:**

1. One year documented employment experience in school food service or equivalent position.
2. Health and Inoculation Certificate on file in the Central Office, after employment offer is made. Must maintain current TB testing as required by Health Department Regulations.
3. Ability to maintain strict confidentiality when processing student meal benefit eligibility data and payment history.
4. Demonstrated enthusiasm and support for school based Child Nutrition programs and their goal of safeguarding the health and welfare of students through sound dietary and physical activity habits.
5. Ability to work effectively and independently without direct supervision as well as to function effectively in collaborative efforts.
6. High school diploma or GED.
7. Ability to read and compute as is necessary to follow written instructions and to record required meal production, service, income and payment data.
8. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Supervise and coordinate food services to ensure nutritional and safe food handling requirements are consistently met and that the food services programs are efficient, accountable and responsible in use of all resources.
2. Ensure all activities conform to District guidelines.

3. Communicate and work effectively and cooperatively with members of the District staff, students and school community.
4. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Appropriately, safely and efficiently operate all equipment as required.
6. Prepare and serve food in full compliance with nutritional requirements, food safety regulations and established customer service standards.
7. Support the value of an education and of personal wellness practices.
8. Support the vision and mission of the District and of the Food & Nutrition Services Department.

**Physical Requirements/Environmental Conditions:**

1. Must able to lift a maximum of 30 pounds and have the ability to withstand prolonged periods of standing or sitting, to work in both hot and cold environments; to work with and around cleaning and sanitizing chemicals and products and to perform other physical tasks commonly associated with school food service operations such as bending, lifting, stooping, reaching, pulling and/or pushing heavy objects and materials.
2. Must be able to work effectively in noisy and crowded environments.
3. Must be able to work around fumes and odors.

**General Responsibilities:**

1. Assist Food & Nutrition Services Supervisor in scheduling staff and developing daily work schedules.
2. Supervise daily cafeteria operations to maintain established quality standards in areas of food preparation, service and storage; general communications and customer relations; facility housekeeping and sanitation; program accountability; resource management and cost containment.
3. Maintain productive and cooperative line of communication with Building Principal in regard to cafeteria operations.
4. Promote and build support for child nutrition programs by developing & implementing special cafeteria events, nutrition education & community awareness programs/activities.
5. Seek opportunities to build managerial skills and program knowledge through professional networking, involvement in the endeavors of industry related professional organizations and participation in internal/external job training opportunities.

6. Provide appropriate and continuous on-the-job training to assigned staff.
7. Complete and submit annual performance appraisals for food services staff.
8. Practice and model safe and efficient food handling skills to ensure all Health Department requirements are routinely met.
9. Maintain approved systems and protocols in regard to food and supply ordering, storage and inventory; food preparation and service; daily meal and income activity records; employee time records and absence reports; student meal benefit eligibility status and payment history; menu development and nutritional accountability.
10. Comply with established regulations and/or quality standards when receiving, storing, preparing and serving foods.
11. Attend job related training classes, including district in-service programs, related to employment within the district and to school food service management in order to expand skill level and to maintain current knowledge of State, Federal and local regulations governing school food service programs.
12. Perform any food preparation and/or service task as required to provide "customer friendly," quality meal service within established time frame(s) and to maintain a clean and orderly work environment.
13. Observe and follow all school district policies at all times.
14. Respond to information requests from students, parents, district staff and school community in a cooperative, courteous and timely manner.
15. Observe and implement all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
16. Accept temporary assignments in 'other' district school cafeteria operations, as might be required in emergency situations.
17. Perform such other tasks and assume such other responsibilities as directed by the Supervisor of Food & Nutrition Services or Building Principal.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
7/17/07

## **Food & Nutrition Services Production & Service Technician Job Description**

**Purpose:** The Food Service Production & Service Technician prepares and serves meals according to food production and service needs outlined by the Food Service Manager, while observing all Health Department and Food & Nutrition Services Department regulations regarding the safe handling of food. To accomplish these tasks, the Technician must work closely with the cafeteria manager, assistant manager, staff and administrators of the District and of the Food & Nutrition Services Department.

**Responsible to** Food Services Manager, Assistant Manager and Supervisor of Food & Nutrition Services.

**Payment rate:** Salary and benefits as established by the Board of Education.

### **Qualifications:**

1. Health and Inoculation Certificate on file in the Central Office, after employment offer is made. Must maintain current TB testing as required by Health Department Regulations.
2. High school diploma or GED encouraged and preferred.
3. Demonstrated enthusiasm and support for school based Child Nutrition programs and their goal of safeguarding the health and welfare of students through sound dietary and physical activity habits.
4. Ability to work effectively and independently without direct supervision as well as to work effectively in collaborative efforts.
5. Demonstrated ability to communicate effectively and appropriately with students, school staff, administrators, co-workers and school patrons.
6. Ability to read and compute as is necessary for following written instructions and for recording required meal production and service data.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. In performance of duties and as a representative of the District, conform to all District guidelines.
2. Communicate and work effectively and cooperatively with members of the District staff, students and school community.
3. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.

4. Prepare and serve food in full compliance with nutritional requirements, food safety regulations and customer service standards.
5. Appropriately, safely and efficiently operate and maintain all equipment associated with position.
6. Support the value of an education and of personal wellness practices.
7. Support the vision and mission of the District and of the Food & Nutrition Services Department.

**Physical Requirements/Environmental Conditions:**

1. Must able to lift a maximum of 30 pounds and have the ability to withstand prolonged periods of standing or sitting, to work in both hot and cold environments; to work with and around cleaning and sanitizing chemicals and products and to perform other physical tasks commonly associated with school food service operations such as bending, lifting, stooping, reaching, pulling and/or pushing heavy objects and materials.
2. Must be able to work effectively in noisy and crowded environments.
3. Must be able to work around fumes and odors.

**General Responsibilities:**

1. Attend job related training classes and work-shops, including District sponsored in-service programs.
2. Practice safe and efficient food handling skills to ensure all Health Department requirements are routinely met.
3. Comply with established regulations and/or quality standards when receiving, storing, preparing and serving foods.
4. Perform any food preparation, service and/or housekeeping tasks as required to provide “customer friendly,” quality meal service within established time frame(s) and to maintain a clean and orderly work environment.
5. When trained and assigned to program accountability tasks, collect and process meal payments and daily bank deposits and provide financial and meal activity reporting services using an approved automated point of sale system.
6. Maintain strict confidentiality regarding student meal benefit status and meal activity and payment history.
7. Observe and follow all school district policies at all times.
8. Respond to information requests from students, parents, district staff and school community in a cooperative, courteous and timely manner.

9. Observe and implement all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
10. Accept temporary assignments in 'other' district school cafeteria operations, as might be required in emergency situations.
11. Perform such other tasks and assume such other responsibilities as directed by the Food & Nutrition Services Supervisor, Manager, Assistant Manager or Building Principal.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

7/17/07

## **Food & Nutrition Services Production & Service Technician (Dispatch Substitute) Job Description**

**Purpose:** The Food Service Production & Service Technician (Dispatch Substitute) prepares and serves meals according to food production and service needs outlined by the Food Service Manager, while observing all Health Department and Food & Nutrition Services Department regulations regarding the safe handling of food. To accomplish these tasks, the Technician must work closely with the Food Service Manager, assistant manager, staff and administrators of the District and of the Food & Nutrition Services Department.

**Responsible to:** Food Services Manager, Assistant to Manager and Supervisor of Food & Nutrition Services.

**Payment rate:** Salary and benefits as established by the Board of Education.

### **Qualifications:**

1. Health and Inoculation Certificate on file in the Central Office, after employment offer is made. Must maintain current TB testing as required by food safety regulations.
2. High school diploma or GED encouraged and preferred.
3. Valid driver's license and clear driving record.
4. Demonstrated enthusiasm and support for school based Child Nutrition programs and their goal of safeguarding the health and welfare of students through sound dietary and physical activity habits.
5. Ability to work effectively and independently without direct supervision as well as to work effectively in collaborative efforts.
6. Demonstrated ability to communicate effectively and appropriately with students, school staff, administrators, co-workers and school patrons.
7. Ability to read and compute as is necessary for following written instructions and for recording required meal production and service data.
8. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. In performance of duties and as a representative of the District, conform to all District guidelines.
2. Communicate and work effectively and cooperatively with members of the District staff, students and school community.

3. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
4. Serve as substitute worker in other cafeteria operations when called upon to cover a staff absence, a position vacancy, or to assist with special cafeteria needs.
5. Prepare and serve food in full compliance with nutritional requirements, food safety regulations and customer service standards.
6. Appropriately, safely and efficiently operate and maintain all equipment associated with position.
7. Support the value of an education and of personal wellness practices.
8. Support the vision and mission of the District and of the Food & Nutrition Services Department.

**Physical Requirements/Environmental Conditions:**

1. Must able to lift a maximum of 30 pounds and have the ability to withstand prolonged periods of standing or sitting, to work in both hot and cold environments; to work with and around cleaning and sanitizing chemicals and products and to perform other physical tasks commonly associated with school food service operations such as bending, lifting, stooping, reaching, pulling and/or pushing heavy objects and materials.
2. Must be able to work effectively in noisy and crowded environments.
3. Must be able to work around fumes and odors.

**General Responsibilities:**

1. Attend job related training classes and work-shops, including District sponsored in-service programs.
2. Practice safe and efficient food handling skills to ensure all food safety regulations are routinely met.
3. Comply with established regulations and/or quality standards when receiving, storing, preparing and serving foods.
4. Perform any food preparation, service and/or housekeeping tasks as required to provide “customer friendly,” quality meal service within established time frame(s) and to maintain a clean and orderly work environment.

5. When trained and assigned to program accountability tasks, collect and process meal payments and daily bank deposits and provide financial and meal activity reporting services using an approved automated point of sale system.
6. Maintain strict confidentiality regarding student meal benefit status and meal activity and payment history.
7. Observe and follow all school district policies at all times.
8. Respond to information requests from students, parents, district staff and school community in a cooperative, courteous and timely manner.
9. Observe and implement all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
10. Perform such other tasks and assume such other responsibilities as directed by the Food & Nutrition Services Supervisor, Manager, Assistant to Manager or Building Principal.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/2/14

## **Food & Nutrition Services Training & Technology Support Technician Job Description**

**Purpose:** The Food & Nutrition Services Training and Technology Support Technician provides office, clerical, training and technical support to assist with the efficient operation of the school district and the food services department. This technician also functions as a food service manager or production technician when necessary. To accomplish these tasks, the Training & Technology Support Technician works closely with the staff and administration of the district and food services department.

**Responsible to:** Supervisor of Food & Nutrition Services.

**Payment rate:** Salary and benefits as established by the Board of Education.

### **Qualifications:**

1. High school diploma or GED.
2. Health and Inoculation Certificate on file in the Central Office, after employment offer is made. Maintain current TB testing as required by Health Department regulations.
3. One year documented employment experience as computer technician, trainer, food service manager or equivalent position.
4. Experience in using various computers and computer programs, as well as knowledge of various office machines and telecommunications equipment.
5. Demonstrated effective and appropriate communication skills, both oral and written, when working with and around adults and/or children.
6. Ability to maintain strict confidentiality when processing student and household data, including income information and Social Security numbers.
7. Demonstrated enthusiasm and support for school based Child Nutrition programs and their goal of safeguarding the health and welfare of students through sound dietary and physical activity habits.
8. Desire to continue career improvement by enhancing skills and job performance.
9. Ability to work effectively and independently without direct supervision as well as to function effectively and cooperatively in collaborative efforts.

### **Essential Functions:**

1. Provide office, clerical, training and technical support to assist with the efficient operation of the school district, and specifically the Food Services Department.
2. Ensure that all activities conform to District guidelines.

3. Communicate and work effectively and cooperatively with members of the District staff, students and school community.
4. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Appropriately, safely and efficiently operate all equipment as required.
6. Support the value of an education and of personal wellness practices.
7. Support the vision and mission of the District and of the Food Services Department.

**Physical Requirements/Environmental Conditions:**

1. Must be able to manually lift a maximum of 30 pounds and have the ability to withstand prolonged periods of standing or sitting; to work in both hot and cold environments; to work with and around cleaning and sanitizing chemicals and products; and to perform other physical tasks commonly associated with school food service operations such as bending, lifting, stooping, reaching, pulling and/or pushing heavy objects or materials.
2. Must be able to work effectively in noisy and crowded environments.
3. Ability to work around fumes and odors.

**General Responsibilities:**

1. Provide training and technical support to assist with the efficient operation of the Food & Nutrition Services Department.
2. As requested by Supervisor of Food & Nutrition Services, function as a substitute food service worker, performing any/all tasks commonly associated with school food service operations while complying with all safe food handling rules and program regulations and established customer service standards.
3. Receive and process through an approved software system all household meal benefit applications in a timely and efficient manner so as to comply with all Federal and State processing mandates and as instructed by Supervisor of Food Services.
4. Maintain accurate and current listing of students by meal category.
5. Process in strict accordance to established guidelines and per instruction of Supervisor of Food & Nutrition Services all requests for information related to students qualifying for school meal benefits.
6. Assist Supervisor of Food & Nutrition Services in coordinating and implementing the required meal benefit application verification procedure, in accord with all/any Federal, State or local directions, mandates and deadlines.

7. Maintain and update nutrient analysis and menu development data through approved software system and provide, as requested, specific product information, food production records and menu plans.
8. Adhere to all health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
9. Attend job related training classes, including district in-service programs, to update and expand skills.
10. Seek opportunities to build technical skills and program knowledge through professional networking, involvement in the endeavors of industry related professional organizations and participation in internal/external job training opportunities.
11. Perform such other tasks and assume such other responsibilities as requested by the Supervisor of Food & Nutrition Services.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education policy.

**Approved:**

7/17/07

## **Administrative Service Center (ASC) Lead Custodian Job Description**

**Purpose:** The ASC Lead Custodian is an important member of the Turner USD 202 team as he/she must continually strive to maintain and improve the physical environment of the Administrative Service Center. This effort requires not only his/her assistance as directed by the Supervisor of Facilities/Grounds and the Assistant Superintendent of Administrative Services, but also the ability to anticipate needs and correct them without specific direction.

**Responsible to:** Supervisor of Facilities/Grounds and Assistant Superintendent of Administrative Services

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Three years' experience as a school custodian or the equivalent in custodial service in other institutions or firms preferred.
4. Demonstrated knowledge and expertise in the basic techniques of professional custodial techniques and client customer service.
5. Ability to manually lift a maximum of 60 pounds
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of the Administrative Service Center.
2. Ability to promote a caring, helping attitude toward staff, students, and patrons, and convey that attitude in all that he/she does.
3. Ability to ensure all activities conforms to District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the Administrative Service Center, school district staff members, and the Turner community.

5. Ability to react to change and frequent interruptions in a flexible, productive and positive manner, meeting deadlines as assigned.
6. Ability to maintain a positive work attitude and show enthusiasm for work.
7. Ability to operate all equipment and machinery appropriately as required.
8. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials, maximum of 60 pounds.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.
7. Requires physical exertion to manually remove snow from ASC walkways and entry ways and apply the appropriate treatment to ensure safe access to the building.

**General Responsibilities:**

1. Ability to receive, deliver, and store all school supplies.
2. Ability to set up for meetings, preparing the meal set up/ break down when appropriate lunch, and assisting school personnel with equipment and other needs within the building.
3. Ability to exercise appropriate judgment and initiative to handle emergency situations as they arise. Such things as spills, stopped-up stools, and broken glass must be handled immediately and expeditiously, along with regular duties.
4. Ability to maintain a clean building.
5. Building maintenance is a daily responsibility. The ASC Lead Custodian will be provided expectations regarding the cleaning frequency of the facility.

6. Building repair or grounds related maintenance should be requested through the Office of Facilities/ Grounds.
7. Each building has been issued tools/equipment to facilitate the above custodial duties. The lead custodian will be responsible for keeping accurate, current inventory records of the assigned tools/equipment, and will be held accountable for the loss of assigned tools/equipment.
8. Ability to implement the wishes of the Supervisor of Facilities/Grounds and Assistant Superintendent of Administrative Services to facilitate the smooth operations of custodial services at the ASC.
9. Ability to maintain the outside entry ways including the flower plots to District standards.
10. Ability to observe and follow all school district policies at all times.
11. Ability to respond to information requests in a cooperative, courteous, and timely manner.
12. Ability to keep student and personnel information and records confidential.
13. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Ability to perform other tasks and assume other responsibilities as assigned by the Supervisor of Facilities/Grounds, Assistant Superintendent of Administrative Services, or other administrative staff.

**Term of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
7/19/11

## **Facilities and Grounds Management, Athletic Field and Turf Specialist**

### **Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and Facilities and Grounds Management, Objectives and Goals. Perform skilled, semi-skilled work involved in the management and maintenance of District Grounds, Playground equipment, Site parking and Walkways.

**Responsible to:** Facilities and Grounds Management, Head Groundskeeper.

**Payment rate:** According to Classified Salary Schedule.

#### **Qualifications:**

1. High school diploma or equivalent
2. Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use their personal vehicle for district business.
3. Two to three years of experience and training in Grounds Management, or related field.
4. Health and Inoculation Certificate on file in the central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

#### **Essential Functions:**

Ability to implement the vision and mission of the District and to ensure all activities that conform to District guidelines.

1. Ability to communicate in addition to work effectively and cooperatively with members of the school district, community (our customer), and personnel, and supervisor.
2. Ability to follow schedules, prioritize list, and instructions to accomplish the district's goals and objectives.
3. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
4. Ability to perform district grounds, management and maintenance to ensure full safe productive use of district facilities. Including but not limited to district grounds, athletic fields, fencing, site parking, sidewalk and snow removal, maintenance, repairs /replacement, construction.
5. Ability to perform a variety of horticultural duties; plant a variety of shrubs, trees and flowers; prune and fertilize; apply a variety of herbicides as needed; perform landscaping installation and improvements.
6. Ability to operate all equipment and maintain and repair a variety of grounds keeping equipment, including mowers, tractors, seeders, truck, trimmers, hand equipment, snow removal equipment and to operate equipment appropriately and safely.

**Physical Requirements/Environmental conditions:**

Physical Communication: Requires the ability to talk and hear. Must monitor and be easily accessible by radio and cell phone during duty hours. Must also be accessible by cell phone during off hours in case of emergency or inclement weather.

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
2. Ability to manually lift a maximum of 60 pounds.
3. Ability to occasionally work in noisy and crowded environment, dust, fumes, odors and indoors and outdoors year-round, with numerous interruptions.
4. Ability to understand and read simple documentation and or instructions.
5. Ability to present themselves in appropriate dress and grooming for the job performance, (including wearing of appropriate safety aides).

**General Responsibilities:**

This Position's responsibilities are to install, alter, repair and maintain district Grounds and grounds equipment, including planting, fertilizing, pruning, mowing top dressing, seeding and general maintenance to ensure safe and attractive district grounds and athletic fields.

1. Ability to assist in promoting the safety, health, and comfort of district students, employees, and members of the community.
2. Ability to participate in department meetings and respond to information requests in a cooperative, courteous, and timely manner.
3. Ability to follow all District health and safety policies, including all precautions of the Blood borne Pathogens and Exposure Control Plan.
4. Ability to accept training in proper use and physical maintenance of department equipment and personal protective equipment, or PPE.
5. Ability to assist Head Grounds Keeper in performing safety inspections and reports on district facilities and grounds conditions and/or deficiencies, with an emphasis on safety.
6. Ability to assist Head Grounds Keeper in performing schedule and prioritize summer projects, grounds maintenance, preventive maintenance, construction, and projects
7. Ability to consider and protect the image of the department and the Schools when problems occur.
8. Ability to assist in receiving and delivery of needed supplies/materials for departmental operations.
9. Ability to work flexible and/or overtime hours when emergencies or inclement weather arise in order to prevent disruption of the schools.
10. Keep current on new information, innovative ideas, and techniques.
11. Ability to perform other duties and assume other responsibilities assigned by the Facility and Grounds Manager and Head Grounds Keeper.

12. Ability to perform minor general maintenance and repairs to above and below ground irrigation systems.
13. Ability to follow set turf program and work schedules, inventory supplies, and place orders for supplies as needed within set budget.
14. Ability to work unsupervised.
15. Ability to supervise a crew and perform assigned tasks.
16. Ability to properly layout and mark athletic fields.
17. Ability to monitor and record information on district game fields (including, moisture, soil temperature, diseases, or pest problems)
18. Ability to document and record information (reports) on a daily basis.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluations:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved:  
2/18/14

## **Custodian Job Description**

**Purpose:** The Custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the staff and administration of the District.

**Responsible to:** Buildings and Grounds Director

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision.
5. Possession of some knowledge in the areas of electrical, maintenance, and carpentry.
6. Ability to manually lift a maximum of 60 pounds.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide a clean, safe, attractive, and comfortable environment to ensure full and productive use of district facilities.
2. Ability to communicate and work effectively and cooperatively with members of the school district and community.
3. Ability to react to changes and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
4. Ability to operate all equipment and machinery as required.
5. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 60 lbs.
2. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing and balancing.
3. Ability to move furniture or equipment within the building as required.
4. Must work in and around dust, fumes, and odors.
5. Must work in noisy and crowded environments, with numerous interruptions.
6. Must work indoors and outdoors year-round in a variety of temperatures.

**General Responsibilities:**

1. Ability to keep building and premises (including sidewalks, driveways, and play areas) neat and clean and safe at all times.
2. Ability to clean classroom and office floors daily. Dump pencil sharpeners. Dump trash and replace bags. Dust furniture. Line up desks. Clean blackboards, erasers, and chalk trays. Clean classroom sinks and monitor fountains for leaks.
3. Ability to clean corridors each day. Dust locker tops, wash and repair as needed. Clean drinking fountains daily.
4. Ability to mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers. Check restrooms after recess, lunch, and after assemblies.
5. Ability to sweep bleachers, stage, and stairs. Clean behind bleachers and mop as needed.
6. Ability to replace light bulbs as needed throughout the building. Remove gum, tape, and marks from floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledges. Buff and recoat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.
7. Ability to sweep, shovel, and sand walks as appropriate.
8. Ability to open and close buildings each school day. Secure building. Doors may need to remain locked from the outside in certain areas.

9. Ability to daily raise the United States flag, Kansas flag and, where appropriate, the DARE flag before school commences and take down the same after school closing.
10. Ability to regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, ensure economical usage of fuel, water, and electricity, and maintain mechanical equipment as directed.
11. Ability to check emergency lights and fire extinguishers, fill in date and initial the tag.
12. Ability to check daily to ensure all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
13. Ability to ensure all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
14. Ability to immediately report unauthorized persons on the school premises to the Principal.
15. Ability to immediately report damaged school property to the Principal.
16. Ability to make minor building repairs, and promptly report needed major repairs to the Buildings and Grounds Supervisor.
17. Keep current on new information, innovative ideas and techniques.
18. Ability to observe and follow all school district policies at all times.
19. Ability to respond to information requests in a cooperative, courteous, and timely manner.
20. Ability to keep student and personnel information and records confidential.
21. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Ability to perform other duties and assume other responsibilities assigned by the Building and Grounds Director, the Custodial Supervisor, or the Administrative Staff.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approval:**  
12/21/99

## **Custodial Supervisor Job Description**

**Purpose:** The Custodial Supervisor (under the direction of the Director of Buildings and Grounds) will help coordinate, plan, schedule and expedite the work of the District custodial, Courier and Delivery Services. This position is responsible for proactive participation in the daily activities (whether to expedite and/or assist with the work, or provide guidance to the Head Custodians, employees and contractors).

**Responsible to:** Director of Buildings and Grounds

**Supervises:** Custodial, Courier Staff

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Ability to communicate with excellent skills.
4. Ability to schedule and plan effectively.
5. Ability to manually lift a maximum of 60 pounds.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to coordinate and supervise custodial, District-wide security and courier services to ensure that students enjoy the full advantage of school district programs and activities.
2. Ability to communicate and work effectively and cooperatively with members of the school district, vendors, and community.
3. Ability to supervise, motivate, and direct employees to develop fullest potential.

4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all vehicles and equipment as necessary.
6. Ability to work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing and balancing.
3. Must work indoors and outdoors year-round.
4. Must occasionally work in noisy, crowded, stressful environments, with numerous interruptions.
5. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to maintain good communications with Building Administrators by establishing regular contact to deal with questions, complaints, problems, or requests.
2. Ability to establish and administer schedules and procedures for the regular ongoing care of all school and office facilities of the District.
3. Ability to recruit, screen, recommend for hiring, assign, and supervise all custodial staff. Schedule meetings of assigned staff when deemed necessary for purposes of training and morale.
4. Ability to select the custodial supplies and equipment to be used, and maintain an appropriate inventory according to the current budget.
5. Ability to call meetings of the custodial staff when it is deemed necessary for the purpose of training, information on proper use of new products, equipment or morale.
6. Ability to establish and supervise summer cleaning programs and schedules.

7. Ability to establish and supervise summer floor care program and schedules.
8. Ability to work with the Maintenance Director in establishing guidelines for the division of responsibility for minor in-school repairs.
9. Ability to inspect life safety equipment as assigned on a regularly scheduled basis.
10. Ability to maintain such personnel and other records as required.
11. Ability to perform quality control by inspecting each building monthly; any building scoring below 90% requires a second inspection. Follow-up plans will be documented. Inspections are always done informally when visiting buildings.
12. Ability to dress appropriately, and set professional appearance for department by example.
13. Ability to ensure training of all new employees and retraining current employees annually. Always identify weak points in employee performance when visiting buildings.
14. Ability to ensure all equipment problems are communicated to the equipment repair person to keep down time to a minimum.
15. Ability to spontaneously reschedule floaters to accommodate unforeseen need for labor in each building.
16. Ability to transport injured employees to hospital and/or do necessary emergency procedures to ensure proper care of the employees.
17. Ability to deliver supplies or equipment to building in emergency situations; monitor supply and equipment usage.
18. Ability to annually evaluate employee performance from continuous accumulation of conferences and documentation pertaining to employee.
19. Ability to verify log and procedure books up to date.
20. Ability to examine employee orientation check lists on each employee.
21. Ability to verify MSDS sheets are on file at each building twice yearly.
22. Ability to conduct minor discipline as necessary with custodial staff.

23. Ability to assure Administrative Services Center has staff coverage on all days and all shifts.
24. Ability to respond to security calls as needed.
25. Ability to observe and follow all school district policies at all times.
26. Ability to respond to information requests in a cooperative, courteous, and timely manner.
27. Ability to keep personnel information and records confidential.
28. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
29. Ability to perform such other tasks and assume such other responsibilities as directed by the Director of Buildings and Grounds.

**Term of Employment:** 12 months, July 1, through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **Facilities and Grounds Management, Floating Day Custodian Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and Facilities and Grounds Managements Objectives and Goals. This is a semi-skilled position for Facilities and Grounds Management. This position will support both divisions involved with facilities & custodial maintenance. He/she is responsible for maintaining and distributing district custodial supplies and shared district property, providing custodial care to both the FGM and Transportation departments, assisting the Facilities Specialist, and providing additional custodial support throughout the district as needed.

**Responsible to:** Facilities Specialist and FGM Supervisors

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. One to two years of experience in facilities, custodial and general maintenance.
3. Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use of their personal vehicle for district business.
4. Experience and skills in using various office machines, including but not limited to: computers, copiers, printers, telephone, photocopier, fax machine, paging station and 2-way communications radio.
5. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to implement the vision and mission of the District and to ensure all activities conforms to District guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district, community (our customers), and personnel.
3. Ability to follow, schedule, written and oral instructions and to prioritize work performance. To accomplish the districts goals and objectives.
4. Ability to complete and submit to your supervisor documentation in regards to work performance. **to your supervisor.**
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to and perform district facilities and custodial duties. , including but not limited to snow removal, maintenance, repairs / replacement, and minor construction. To ensure a full, safe and productive use of district facilities.

7. Ability to provide office, receptionist and secretarial duties to assist with the efficient operation of the school district, and Facilities and Grounds Management Department.
8. Ability to manage the warehouse custodial inventory including tracking, ordering and delivery of materials and equipment needs in an efficient manner.
9. Ability to safely learn and understand the operation of all equipment and machinery.
10. Ability to accurately report on district facilities and grounds conditions and/or deficiencies, with an emphasis on safety.

### **Physical Requirements/Environmental Conditions**

1. Physical Communication: Requires the ability to talk and hear. Assist with Facilities and Grounds Management operations when necessary. Must monitor and be easily accessible by radio and or pager/cell phone during normal operations.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Ability to manually lift a maximum of 60 pounds.
4. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
5. Must work indoors and outdoors year-round.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.
8. Ability to set an example of appropriate dress and grooming (including the wearing of safety aides).

### **General Responsibilities:**

1. Ability to work independently with general supervision.
2. Ability to assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
3. Ability to learn and understand the performance and safety of facilities management procedures including but not limited to: Preventive maintenance, maintenance and minor repairs to district facilities.

4. Ability to learn and understand the safe operation of custodial cleaning. Perform light cleaning duties such as sweeping and mopping floors, emptying garbage, vacuuming carpet areas, washing furniture, cleaning glass, washing walls and general dusting as well as heavy cleaning/custodial duties such as floor care, snow removal.
5. Hospitality includes but not limited to: Meeting setups and delivery orders and distributes custodial supplies, furniture and box movement.
6. Observes and reports safety violations; actively participates in emergency situations.
7. Ability to operate all equipment and machinery appropriately & safely as necessary.
8. Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
9. Keep current on new information, innovative ideas and techniques.
10. Ability to perform other duties and assume other responsibilities assigned by the Administrative Staff, Facilities Specialist or Facilities and Grounds Supervisors.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
11/6/12

## **Facilities and Grounds Management, Groundskeeper Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and Facilities and Grounds Management, Objectives and Goals. Perform skilled, semi-skilled work involved in the management and maintenance of District Grounds, Play ground equipment, Site parking and Walkways.

**Responsible to:** Facilities and Grounds Management, Head Grounds Keeper

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

High school diploma or equivalent.

Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use their personal vehicle for district business.

Two to three years of experience and training in Grounds Management, or related field.

Health and Inoculation Certificate on file in the Central Office (after employment offer is made).

Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

This Position's responsibilities are to install alter , repair and maintain district grounds and grounds equipment, including planting , fertilizing , pruning , mowing and general maintenance to ensure safe and attractive district grounds and athletic fields.

1. Ability to implement the vision and mission of the District and to ensure all activities that conform to District guidelines
2. Ability to communicate in addition to work effectively and cooperatively with members of the school district, community (our customers), and personnel, and supervisor.
3. Ability to follow schedules, prioritized lists, and instructions to accomplish the districts goals and objectives.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
5. Ability to perform district grounds, management and maintenance to ensure full safe productive use of district facilities. Including but not limited to district grounds, athletic fields, fencing, site parking, sidewalks and snow removal, maintenance, repairs / replacement, construction
6. Ability to perform a variety of horticultural duties; plants a variety of shrubs tress and flowers; prunes and fertilizes; applies a variety of herbicides as needed; perform landscaping installation and improvements
7. Ability to operate all equipment and maintain and repairs a variety of grounds keeping equipment, including mowers, tractor, truck, trimmers, hand equipment and to operate equipment appropriately and safely.

**Physical Requirements/Environmental Conditions:**

Physical Communication: Requires the ability to talk and hear. Must monitor and be easily accessible by radio, pager and cell phone during duty hours.

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. Stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
2. Ability to manually lift a maximum of 60 pounds.
3. Ability to occasionally work in noisy and crowded environments, dust, fumes, odors and indoors and outdoors year-round. with numerous interruptions,
4. Ability to understand and read simple documentation and or instructions.
5. Ability to presenting themselves in appropriate dress and grooming for the job performance, (including wearing of appropriate safety aides).

**General Responsibilities:**

1. Ability to assist in promoting the safety, health, and comfort of district students, employees, and members of community.
2. Ability to participate in department meetings and respond to information requests in a cooperative, courteous, and timely manner.
3. Ability to follow all District health and safety policies, including all precautions of the Bloodborne Pathogens and Exposure Control Plan.
4. Ability to complete documents and to keep them confidential: employee time cards and work records.
5. Ability to except training in proper use and physical maintenance of department equipment and personal protective equipment, or PPE.
6. Ability to assist Head Grounds Keeper in performing safety inspections and report on district facilities and grounds conditions and or deficiencies, with an emphasis on safety.
7. Ability to document operating procedures and work performance.
8. Ability to assist Head Grounds Keeper in performing schedule and prioritize summer projects, grounds maintenance, preventive maintenance, construction and projects, (Seasonal, Yearly, Quarterly, Monthly and Weekly projections).

9. Ability to consider and protect the image of the department and the Schools when problems occur.
10. Ability to assist in receiving and delivery needed supplies/materials for departmental operations
11. Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
12. Keep current on new information, innovative ideas and techniques.
13. Ability to perform other duties and assume other responsibilities assigned by the Administrative Staff, Facilities and Grounds Manager and Head Grounds Keeper.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
**02/03/2009**

## **Facilities and Grounds Management, Assistant Head Grounds Keeper Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and facilities and Grounds Management, Objectives and Goals. Perform skilled, semi-skilled work and supervise (in the absence of the Head Grounds Keeper) the daily function of the Grounds personnel involved in the management and maintenance of District Grounds, Playground equipment, Site parking and Walkways.

**Responsible to:** Head Grounds Keeper and Facilities Manager

**Payment rate:** According to Classified Salary Schedule.

### **Qualifications:**

1. High School diploma or equivalent.
2. Two to three years of experience and training in Grounds Management, , or related fields.
3. Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use their personal vehicle for district business.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to implement the vision and mission of the District and to ensure all activities and conform to District guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district, community (our customers), and personnel.
3. Ability to supervise personnel, , complete simple documentation of performance issues of department staff and forward same to the Head Grounds Keeper.
4. Ability to react to change and frequent interruptions in a productive and positive manner and handle other tasks as assigned.
5. Ability to supervise and perform district grounds, management and maintenance Including but not limited to district grounds, athletic fields, site parking, sidewalks snow removal, maintenance, repairs / replacement, and construction.
6. Ability to maintain school grounds, including athletic fields, in top condition to ensure full, safe, and productive use of district facilities.
7. Ability to operate all equipment and machinery appropriately and safely as necessary.

**Physical Requirements/Environmental Conditions:**

1. Physical communications: Requires the ability to talk and hear. Assist with Facilities and Grounds Management operations when necessary. Must monitor and be easily accessible by radio, or cell phone during duty hours and required to maintain communications after hours by cell during inclement weather.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or material.
3. Ability to manually lift a maximum of 60 pounds.
4. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
5. Must work indoors and outdoors year-round.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes and odors.
8. Ability to set example of appropriate dress and grooming for the staff (including the wearing of safety aides).

**General Responsibilities:**

This position's responsibilities are to install, alter, repair and maintain districts grounds and grounds equipment including mowing, marking athletic fields, and general maintenance to ensure safe and attractive district grounds and athletic fields.

1. Ability to assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
2. Ability to participate in department meetings and respond to information requests in a cooperative, courteous, and timely manner.
3. Ability to implement and follow all District health and safety policies, including all precautions of the Blood borne Pathogens Exposure control Plan.
4. Ability to maintain records on a daily basis.
5. Ability to train personnel in proper use and physical maintenance of department equipment and personal protective equipment or PPE.
6. Ability to perform safety inspections and report on district facilities and grounds conditions and or deficiencies, and an emphasis on safety.
7. Ability to schedule and prioritize summer projects, grounds, maintenance, preventive maintenance, and related projects .
8. Ability to consider and protect the image of the department and the Schools when problems occur.

9. Ability to understand security systems and key systems .
10. Ability to recommend methods to improve operation of Facilities and Grounds management considering cost, people, and services.
11. Ability to help plan summer projects, and recommend the best methods of completing this work.
12. Ability to order, receive, and deliver needed supplies/materials for departmental operation (within guidelines) as needed. Request MSDS sheets with new products.
13. Ability to work flexible hours, including overtime, when emergencies arise in order to prevent disruption of the schools.
14. Keep current on new information, innovative ideas and techniques.
15. Ability to perform other duties and assume other responsibilities assigned by the Head Grounds Keeper and Facilities and Grounds Manager.
16. Ability to perform minor general maintenance and repairs to above and below ground irrigation systems.
17. Ability to work unsupervised.
18. Ability to supervise crews and perform assigned tasks.
19. Ability to properly maintain, layout, and mark athletic fields including football, soccer, baseball, softball, track, and cross country.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluations:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved:  
2/18/14

## **Head Custodian Job Description**

**Purpose:** The Head Custodian is an important member of the school staff as he/she must continually strive to maintain and improve the physical environment in which learning takes place. This effort requires not only his/her assistance as directed by the Property Services Supervisor and Principal, but also the ability to "see" needs and correct them without specific direction.

**Responsible to:** Property Services Supervisor and Principal

**Supervises:** Custodial staff of the assigned facility.

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Five years' experience as a school custodian or the equivalent in custodial service in other institutions or firms.
4. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and ground maintenance.
5. Ability to manually lift a maximum of 60 pounds.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of District facilities.
2. Ability to coordinate and supervise the activities of the custodial staff.
3. Ability to promote a caring, helping attitude toward staff, students, and patrons, and convey that attitude in all that he/she does.

4. Ability to supervise, motivate, and direct employees to develop to fullest potential.
5. Ability to ensure all activities conform to District guidelines.
6. Ability to communicate and work effectively and cooperatively with members of the school district and community.
7. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
8. Ability to maintain a positive work attitude and show enthusiasm for work.
9. Ability to operate all equipment and machinery appropriately as required.
10. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials, maximum of 60 pounds.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to receive, deliver, and store all school supplies.
2. Ability to set up for assemblies, preparing the cafeteria for lunch, moving school personnel and their equipment within the building.
3. Ability to assist in the cafeteria during lunch as instructed by the principal.

4. Ability to exercise appropriate judgment and initiative to handle emergency situations as they arise. Such things as spills, sick students, stopped-up stools, and broken glass must be handled immediately and expeditiously, along with regular duties.
5. Ability to maintain a clean building. Areas not used for instruction during the day are the head custodian's major responsibility to keep clean. The boiler room, head custodian's office, fan rooms and the cafeteria should be cleaned by the head custodian so that night custodians can clean classrooms, restrooms and other high-use areas. The halls should be swept during the day as needed, at least once in the a.m. and p.m.
6. Building maintenance is a daily responsibility. The following maintenance needs should be identified as the head custodian performs his/her regular duties and either corrected or reported to the Property Services Supervisor.

Electrical:                    Replacement of light bulbs

Plumbing:                    Replacement of washers in faucets  
                                  Replacement of pee traps and washers  
                                  Cleaning out pee traps and small drains

Miscellaneous:              Replacement of broken floor tiles  
                                  Replacement of damaged ceiling tiles  
                                  Minor locker repair  
                                  Snow removal on sidewalks

Each building has been issued tools/equipment to facilitate the above custodial duties. The head custodian will be responsible for keeping accurate, current inventory records of the assigned tools/equipment, and will be held accountable for the loss of assigned tools/equipment.

7. The head custodian is the custodial team leader and must instruct his/her employee(s) as to duties and techniques, communicate with them daily, constructively critique their work, and evaluate their performance.
8. Ability to implement the wishes of the school principal to facilitate the smooth operations of the school program.
9. Ability to maintain grounds, mowing, and trimming to conform to District standards.

10. Ability to observe and follow all school district policies at all times.
11. Ability to respond to information requests in a cooperative, courteous, and timely manner.
12. Ability to keep student and personnel information and records confidential.
13. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Ability to perform other tasks and assume other responsibilities as assigned by the principal, Custodial Supervisor, or other administrative staff.

**Term of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Facilities and Grounds Management, Head Grounds Keeper Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and Facilities and Grounds Management, Objectives and Goals. Perform skilled, semi-skilled work and supervises the daily function of the Grounds personnel involved in the management and maintenance of District Grounds, Play ground equipment, Site parking and Walkways.

**Responsible to:** Facilities and Grounds Manager.

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Two to three years of experience and training in Grounds Management, Horticulture, or related field.
3. Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use their personal vehicle for district business.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to implement the vision and mission of the District and to ensure all activities that conform to District guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district, community (our customers), and personnel.
3. Ability to supervise, schedule and prioritize staff work performance and training to accomplish the districts goals and objectives.
4. Ability to supervise personnel. Counsel, discipline, complete simple documentation of performance issues of department staff and forward same to the facilities manager
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to supervise and perform district grounds, management and maintenance including but not limited to district grounds, athletic fields, site parking, sidewalks and snow removal, maintenance, repairs / replacement, construction.
7. Ability to maintain school grounds, site parking and sidewalks in top condition to ensure full safe productive use of district facilities.
8. Ability to operate all equipment and machinery appropriately and safely as necessary.

**Physical Requirements/Environmental Conditions:**

1. Physical Communication: Requires the ability to talk and hear. Assist with Facilities and Grounds Management operations when necessary. Must monitor and be easily accessible by radio, pager and cell phone during duty hours and required to maintain communication after hours by cell or pager.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Ability to manually lift a maximum of 60 pounds.
4. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
5. Must work indoors and outdoors year-round.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.
8. Ability to set an example of appropriate dress and grooming for the staff (including the wearing of safety aides).

**General Responsibilities:**

1. Ability to assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
2. Ability to participate in department meetings and respond to information requests in a cooperative, courteous, and timely manner.
4. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. Ability to maintain records, and to keep them confidential: employee time cards and work records.
6. Ability to train personnel in proper use and physical maintenance of department equipment and personal protective equipment, or PPE.
7. Ability to perform safety inspections and report on district facilities and grounds conditions and or deficiencies, with an emphasis on safety.
8. Ability to Document Operating Procedures and Work Procedures.
9. Ability to schedule and prioritize summer projects, grounds maintenance, preventive maintenance, construction and projects, (Seasonal, Yearly, Quarterly, Monthly and Weekly projections).

10. Ability to consider and protect the image of the department and the Schools when problems occur.
11. Ability to understand security systems and key systems throughout the District
12. Ability to recommend methods to improve operations of Facilities and Grounds Management, considering cost, people and services
13. Ability to help plan summer projects, and recommend the best methods of completing this work.
14. Ability to order, receive and deliver needed supplies/materials for departmental operations (within guidelines), as needed. Request MSDS sheets with new products.
15. Ability to assist the Facilities Manager in preparing & identifying Grounds budget, funding, pricing, bidding of projects, identifying capitol improvement projects and cost estimates.
16. Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
17. Keep current on new information, innovative ideas and techniques.
18. Ability to perform other duties and assume other responsibilities assigned by the Administrative Staff or Facilities and Grounds Manager.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
**02/03/2009**

## **Facilities and Grounds Management, Lead Technician Tech II Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and Facilities and Grounds Management, Objectives and Goals. Perform skilled, semi-skilled work and supervises the daily function of the Facilities Technical personnel and when required, Custodial staff, Involved in the management and maintenance of District's facilities

**Responsible to:** Facilities and Grounds Manager.

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Two to three years of experience and training in Facilities Maintenance field and or Universal Certification in HAVC. (FMP), Facility Management Professional, desirable.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use their personal vehicle for district business
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to implement the vision and mission of the District and to ensure all activities that conform to District guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district, community (our customers), and personnel.
3. Ability to supervise, schedule and prioritize staff work performance and training to accomplish the districts goals and objectives.
4. Ability to supervise personnel Counsel, discipline, complete simple documentation of performance issues of department staff and forward same to the facilities manager
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to supervise and perform district facilities , management and maintenance including but not limited to district facilities, athletic fields, site parking, sidewalks and snow removal, maintenance, repairs / replacement, construction.
7. Ability to maintain school facilities, site parking and sidewalks in top condition to ensure full safe productive use of district facilities.
8. Ability to operate all equipment and machinery appropriately and safely as necessary.

## **Physical Requirements/Environmental Conditions**

1. Physical Communication: Requires the ability to talk and hear. Assist with Facilities and Grounds Management operations when necessary. Must monitor and be easily accessible by radio, pager and cell phone during duty hours and required to maintain communication after hours by cell or pager.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Ability to manually lift a maximum of 60 pounds.
4. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
5. Must work indoors and outdoors year-round.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.
8. Ability to set an example of appropriate dress and grooming for the staff (including the wearing of safety aides).

## **General Responsibilities:**

1. Ability to assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
2. Ability to participate in department meetings and respond to information requests in a cooperative, courteous, and timely manner.
3. Ability to Counsel, discipline and supervise crews.
4. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
5. Ability to maintain records, and to keep them confidential: employee time cards and work records.
6. Ability to train personnel in proper use and physical maintenance of department equipment and personal protective equipment, or PPE.
7. Ability to perform safety inspections and report on district facilities and grounds conditions and or deficiencies, with an emphasis on safety.
8. Ability to Document Operating Procedures and Work Procedures.
9. Ability to schedule and prioritize summer projects, facilities maintenance, preventive maintenance, construction and projects, ((Seasonal Yearly, Quarterly, Monthly and Weekly projections).

10. Ability to schedule and maintain after hour emergency on call list. After hour and weekend emergencies are performed by rotating Facilities Technicians and backed up by the Facilities Lead Technician.
11. Ability to consider and protect the image of the department and the Schools when problems occur.
12. Ability to understand security systems and key systems throughout the District
13. Ability to recommend methods to improve operations of Facilities and Grounds Management, considering cost, people and services
14. Ability to help plan summer projects, and recommend the best methods of completing this work.
15. Ability to order, receive and deliver needed supplies/materials for departmental operations (within guidelines), as needed. Request MSDS sheets with new products.
16. Ability to assist the Facilities Manager in preparing & identifying Facilities and Grounds budget, funding, pricing, bidding of projects, identifying capital improvement projects and cost estimates .
17. Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
18. Keep current on new information, innovative ideas and techniques.
19. Ability to perform other duties and assume other responsibilities assigned by the Administrative Staff or Facilities and Grounds Manager.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
**02/03/2009**

## **Facilities and Grounds Management, Facility & Grounds Assistant Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and Facilities and Grounds Managements Objectives and Goals. This is an entry level semi-skilled position for Facilities and Grounds Management. This position will support both divisions involved with facilities, grounds & custodial maintenance. He/she is responsible to assist in the Facilities and Grounds Management in the repair maintenance of district facilities grounds and provide additional custodial support as needed.

**Responsible to:** Facilities and Grounds Management, Lead Tech II and Head Grounds Keeper

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. One to two years of experience in facilities, grounds, custodial and general maintenance
3. Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use their personal vehicle for district business.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to implement the vision and mission of the District and to ensure all activities that conform to District guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district, community (our customers), and personnel.
3. Ability to follow, schedule, written and oral instructions and to prioritize work performance. To accomplish the districts goals and objectives.
4. Ability to complete simple documentation in regards to work performance to your supervisor.
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to and perform district facilities and grounds maintenance. Including but not limited to district facilities and grounds, athletic field, site parking, sidewalks and snow removal, maintenance, repairs / replacement, construction. To ensure full safe productive use of district facilities.
7. Ability to safely learn and understand the operation of all equipment and machinery.

8. Ability to report on district facilities and grounds conditions and or deficiencies, with an emphasis on safety.

### **Physical Requirements/Environmental Conditions**

Physical Communication: Requires the ability to talk and hear. Assist with Facilities and Grounds Management operations when necessary. Must monitor and be easily accessible by radio and or pager/cell phone during normal operations.

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Ability to manually lift a maximum of 60 pounds.
3. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.
7. Ability to set an example of appropriate dress and grooming (including the wearing of safety aides).

### **General Responsibilities:**

1. Ability to work independently with general supervision.
2. Ability to assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
3. Ability to learn and understand the performance and safety of facilities management procedures including but not limited to: Preventive maintenance, maintenance and minor repairs to district facilities.
4. Ability to learn and understand the performance and safety of grounds management procedures including but not limited to: Preventive maintenance, maintenance and minor repairs to district grounds. Landscaping, leaf and brush removal, pesticide and fertilizer application, lawn trimming and lawn mowing maintenance, composting, snow removal and debris cleanup.
5. Ability to learn and understand the safe operation of custodial cleaning. Perform light cleaning duties such as sweeping and mopping floors, emptying garbage, vacuuming carpet areas, washing furniture, cleaning glass, washing walls and general dusting as well as heavy cleaning/custodial duties such as floor care, snow removal.

6. Hospitality includes but not limited to: Meeting setups and delivery orders and distributes custodial supplies, furniture and box movement.
7. Observes and reports safety violations; actively participates in emergency situations.
8. Ability to operate all equipment and machinery appropriately & safely as necessary.
9. Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
10. Keep current on new information, innovative ideas and techniques.
11. Ability to perform other duties and assume other responsibilities assigned by the Administrative Staff or Facilities and Grounds Manager.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
**02/03/2009**

## **Summer Grounds/Maintenance Worker Job Description**

**Purpose:** Part-time grounds/maintenance work.

**Responsible to:** Maintenance & Property Services Manager

**Payment rate:** Salary as established by the Board of Education; no fringe benefits.

### **Qualifications:**

1. General knowledge in the operation of equipment (weed eater, push and/or self-propelled mowers).
2. General knowledge in lawn care.
3. Display good judgment and flexibility to change.
4. Willing to learn operations to grounds care.
5. Must be work-oriented and have self-initiative.
6. General mechanical ability in performing scheduled maintenance on equipment and minor repairs.
7. Ability to work in all types of weather.

### **Essential Functions:**

1. Ability to mow grass, care of trees and shrubs, pick up paper and other debris, clean out fences, clean parking lots and driveways, remove excess sand, and remove weeds from sidewalks and curbing.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment and machinery safely and appropriately as necessary.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Ability to manually lift a maximum of 60 pounds.
3. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
4. Must work indoors and outdoors in all types of weather and conditions.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to be responsible for mowing grass, care of trees and shrubs, picking up of paper and other debris, cleaning out fences, cleaning parking lots and driveways, removing excess sand, removing weeds from sidewalks and curbing.
2. Ability to be responsible for other necessary maintenance work throughout the District.
3. Ability to maintain school grounds in good condition.
4. Ability to promote safety, health and comfort of students on school grounds.
5. Ability to pick up trash and other debris as necessary from all school properties.
6. Ability to maintain all grounds equipment in proper working order.
7. Ability to perform scheduled maintenance and minor repairs, along with cleanliness.
8. Ability to respond to information requests in a cooperative, courteous, and timely manner.

9. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities directed by the Head Groundskeeper and Director of Buildings and Grounds.

**Term of Employment:** Part-time, summer employment.

8 hours per day, 40 hours per week as recorded on a District time card

(Form #1). Work day begins at 7:00 a.m. Lunch period is from 11:00 a.m. to 11:30 a.m. Regular work day ends at 3:30 p.m. with modification due to heat.

When inclement weather makes it impossible to work outside, certain indoor chores may be assigned. If this is not possible, the employee will be sent home for the remainder of the day.

No work is scheduled for July 4.

Employment may terminate the second week in August, however, it may be extended as required.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Approved:  
12/21/99

**Maintenance Worker/Summer Painter  
Job Description**

**Purpose:** Part-time paint/maintenance work.

**Responsible to:** Maintenance & Property Services Manager

**Payment rate:** Salary as established by the Board of Education; no fringe benefits.

**Qualifications:**

1. Ability to paint and perform maintenance work.
2. Must be 18 years of age.
3. Driver's license may be a requirement of employment.
4. Students must be in good standing at school, or must have graduated.
5. Must be able to lift 45 pounds to waist height.
6. Step ladder and short scaffolds (to 8 ft.) may be used.

**Essential Functions:**

1. Ability to paint, caulk, putty and do other miscellaneous maintenance work as need arises.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment and machinery safely and appropriately as necessary.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Ability to manually lift a maximum of 60 pounds.
3. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.
7. 20/30 vision correctable in at least one eye.
8. Able to hear spoken voice at six feet in at least one ear.

**General Responsibilities:**

1. Ability to paint, caulk, putty, and do other miscellaneous maintenance work as the need arises.
2. Ability to examine school buildings on a regular basis for needed repairs and report same to the Maintenance & Property Services Manager.
3. Ability to work on assignments as prescribed by the Maintenance & Property Services Manager.
4. Ability to assist in the repair of plumbing as assigned.
5. Ability to assist with painting and redecorating buildings as scheduled.
6. Ability to assist with electrical wiring and connections as assigned.
7. Ability to assist as a carpenter as assigned.
8. Ability to assist in the performance of tasks involving concrete work, plumbing and heating, asphalt construction, pipe fitting, plastering, seeding, sodding and planting as required.

9. Ability to move equipment and materials within and between school buildings.
10. Ability to work overtime when emergencies arise to prevent disruption of the schools.
11. Ability to respond to information requests in a cooperative, courteous, and timely manner.
12. Ability to observe and follow all school district policies at all times.
13. Ability to keep information and records confidential.
14. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Ability to perform other tasks and assume other responsibilities as directed by the Maintenance and Property Services Manager.

**Term of Employment:** Part-time, summer employment.

8 hours per day, 40 hours per week as recorded on a District Time Card (Form #1). Work day begins at 7:00 a.m. Lunch period is from 11:00 a.m. to 11:30 a.m. Regular work day ends at 3:30 p.m.

When inclement weather makes it impossible to work outside, certain indoor chores may be assigned. If this is not possible, the employee will be sent home for the remainder of the day.

No work is scheduled for July 4.

Employment may terminate the second week in August, however, it may be extended as required.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **Building and Grounds Maintenance Supervisor Job Description**

**Purpose:** The Maintenance Supervisor (under the direction of the Director of Buildings and Grounds), helps coordinate, plan, schedule and expedite the work of the Maintenance Department. This position is responsible for proactive participation in the daily activities (whether to assist with the work or provide guidance to the employees and contractors). Communicates with building administrators, vendors and the public. This position is a “leader among their peers”, and must possess skills in the maintenance field.

**Responsible to:** Building and Grounds Director

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to maintain school grounds and buildings in top condition to ensure full and productive use of District facilities.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
5. Ability to operate all equipment and machinery appropriately as necessary.
6. Ability to work to implement the vision and mission of the District

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Ability to manually lift a maximum of 60 pounds.
3. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy and crowded environments with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to maintain good communications and relationships with District staff and the public, "our customers."
2. Ability to regularly follow up on the status of work requests.
3. Ability to make daily assignments of work needs, and monitors completion of each assignment.
4. Ability to revise work plans when problems or urgencies occur, prioritizing the work to be completed.
5. Ability to assist with training and orientation of maintenance staff.
6. Ability to complete work requests as appropriate.
7. Ability to maintain tools and equipment.
8. Ability to implement basic preventive maintenance activities.
9. Ability to inspect buildings for deficiencies, and ensures work gets completed.
10. Ability to inspect finished work assignments for completion and appropriateness.

11. Ability to help plan summer projects, and recommends the best methods of completing this work.
12. Ability to assist with the pricing and bidding of projects and other work needs from vendors.
13. Ability to recommend methods to improve operations of the maintenance department, considering cost, people and services.
14. Ability to recognize, correct, report and monitor safety concerns as appropriate.
15. Ability to order, receive and provide needed supplies/materials for departmental operations (within guidelines), as needed. Request MSDS sheets with new products.
16. Ability to complete simple documentation of performance issues of department staff and forward same to the director.
17. Ability to set an example of appropriate dress and grooming for the staff (including the wearing of safety aides).
18. Ability to participate in department meetings and call informal meetings as needed to maintain good communications.
19. Ability to participate in staff training endeavors.
20. Ability to deliver supplies, equipment or other needs in urgent situations throughout the District.
21. Ability to understand security systems and key systems throughout the District.
22. Ability to perform many of the duties of the various maintenance staff when essential to do so.
23. Ability to consider and protect the image of the department and the Schools when problems occur.
24. Ability to set an example by being/maintaining a positive role model/image.
25. Ability to keep student and personnel information and records confidential.
26. Ability to observe and follow all school district policies at all times.

27. Ability to respond to information requests in a cooperative, courteous, and timely manner.
28. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
29. Ability to perform other duties and assume other responsibilities assigned by the Building and Grounds Supervisor or Administrative Staff.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Facilities and Grounds Management, Technicians Tech I Job Description**

**Purpose:** Employee will support the Mission, Vision and Beliefs statement of the Turner Unified School District and Facilities and Grounds Management, Objectives and Goals. This is a journeyman level position that reports directly to the Lead Technician, Tech II. Performing the following, preventative reactive and predictive maintenance. Performs and repair of mechanical systems (e.g.: HVAC, electrical, plumbing) and general construction work. Duties are performed independently giving employee discretion in completing assigned tasks and prescheduled maintenance jobs.

**Responsible to:** Facilities and Grounds Management, Lead Tech II

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Three to four years of experience in Facilities Maintenance field at a journeyman level or certification in the two of the following trades. Heating, Venting, Air Conditioning and Cooling (HVAC), Plumbing, Electrical and General Construction.
3. Must have and maintain a valid Driver's License to operate any TUSD 202 vehicles or use their personal vehicle for district business
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to implement the vision and mission of the District and to ensure all activities that conform to District guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district, community (our customers), and personnel.
3. Ability to follow schedules and prioritize work performance and receive training to accomplish the districts goals and objectives.
4. Ability to complete simple documentation of work performance and forward same to the Lead Technician.
5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to perform preventative reactive and predictive maintenance, general construction, repairs and installation of mechanical system, including but not limited to district facilities, athletic fields.
7. Ability to maintain school facilities, site parking and sidewalks in top condition to ensure full safe productive use of district facilities.
8. Ability to operate all equipment and machinery appropriately and safely as necessary.

## **Physical Requirements/Environmental Conditions**

1. Physical Communication: Requires the ability to talk and hear. Assist with Facilities and Grounds Management operations when necessary. Must monitor and be easily accessible by radio, pager and cell phone during duty hours and required to maintain communication after hours by cell or pager, required to be on call as needed.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Ability to manually lift a maximum of 60 pounds.
4. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
5. Must work indoors and outdoors year-round.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.
8. Ability to set an example of appropriate dress and grooming,(including the wearing of safety aides).

## **General Responsibilities:**

1. Ability to assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
2. Ability to participate in department meetings and respond to information requests in a cooperative, courteous, and timely manner.
4. Ability to complete and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
6. Ability to accept training in proper use and physical maintenance of department equipment and personal protective equipment, or PPE.
7. Ability to perform safety inspections and report on district facilities and grounds conditions and or deficiencies, with an emphasis on safety.
8. Ability to Document Operating Procedures and Work Procedures.
9. Ability to perform scheduled summer projects, facilities maintenance, preventive maintenance, construction and projects asset in ((Seasonal Yearly, Quarterly, Monthly and Weekly projects).

10. Ability to perform after hour emergency on calls duties . After hour and weekend emergencies are performed by rotating Facilities Technicians I and backed up by the Facilities Lead Technician II.
11. Ability to consider and protect the image of the department and the Schools when problems occur.
12. Ability to understand security systems and key systems throughout the District
13. Ability to recommend methods to improve operations of Facilities and Grounds Management, considering cost, people and services
14. Ability to help plan summer projects, and recommend the best methods of completing this work.
15. Ability to order, receive and deliver needed supplies/materials for departmental operations (within guidelines), as needed. Request MSDS sheets with new products.
16. Ability to assist the Facilities Lead Technician II in preparing & identifying Facilities and Grounds budget, funding, pricing, bidding of projects, identifying capitol improvement projects and cost estimates .
17. Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
18. Keep current on new information, innovative ideas and techniques.
19. Ability to perform other duties and assume other responsibilities assigned by the Administrative Staff, Facilities and Grounds Manager or Facilities Lead Technician II.

**Terms of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
02/03/2009

**Assessment Technician Coordinator & District Web Master  
Job Description**

**Purpose:** The Assessment Technician Coordinator & District Web Master provides technological and administrative support to assist with the efficient operation of the district assessment program and other programs related to curriculum, instruction and assessment. To develop, maintain, and coordinate all aspects of the district web site and related functions. To accomplish these tasks, the Assessment Technician Coordinator works closely with the staff and administration of the Student Services Division, the Superintendent's office and other district staff.

**Responsible to:** 1) Assessment Technician Coordinator = Assistant Superintendent of Student Services  
2) District Web Master = Superintendent

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Experience in using various computers and computer programs as well as various office machines and telecommunications equipment.
4. Knowledge of or willingness to learn about educational assessments and related issues.
5. Desire to continue career improvement by enhancing skills and job performance.
6. Web page authoring experience.
7. Proficiency in desktop publishing.
8. Proficient consulting skills.
9. Working knowledge of Windows XP.
10. Experience with Data Management systems

**Essential Functions:**

1. Ability to organize and manage special projects which contribute to the efficient operation of the District.

2. Ability to ensure all activities align to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required; and to learn how to operate new equipment as it becomes available.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires some stooping, bending, reaching, and lifting.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to perform the usual office work associated with a busy, yet productive, and smoothly-run office.
2. Ability to assist the assessment staff and other district staff in the operation of the district assessment program.
3. Ability to contribute as a member of the Student Services team to all operations of and assignments given to the Student Services Division.
4. Ability to manipulate data with Microsoft EXCEL, ACCESS, and SPSS as well as other database and spreadsheet programs that might be needed.
5. Ability to use OCR and digital scanning functions and to manage file transfer functions.
6. Ability to use knowledge of database structures and hierarchies.
7. Ability to give attention to project details and complete assignments with efficient accuracy.

8. Ability to observe and follow all school district policies at all times.
9. Ability to respond to information requests in a cooperative, courteous, and timely manner.
10. Ability to keep student and personnel information and records confidential.
11. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
12. Ability to perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Student Services and/or Superintendent.

**Term of Employment:** Twelve month year, July 1 to June 30. Salary and benefits to be established by the Board of Education.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.

**Approved:**

**8/7/01**

**Revised:**

**8/24/10**

## **Assessment Technician Job Description**

**Purpose:** The Assessment Technician provides office and clerical support to assist with the efficient operation of the district assessment program and other programs related to curriculum and instruction. To accomplish these tasks, the Assessment Technician works closely with the staff and administration of the Student Learning Division and other District staff.

**Responsible to:** Assistant Superintendent of Student Learning

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated computer keyboarding and filing skills. Must pass spelling, math, and keyboarding tests.
5. Experience in using various computers and computer programs as well as various office machines and telecommunications equipment.
6. Willingness to learn about educational assessments and related issues.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office, clerical, and technical support to assist with the efficient operation of the District.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

5. Ability to operate all equipment appropriately as required; and to learn how to operate new equipment as it becomes available.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires some stooping, bending, reaching, and lifting.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to perform the usual office work associated with a busy, yet productive, and smoothly-run office.
2. Ability to assist the Assessment Specialist and other district staff in the operation of the district assessment program.
3. Ability to contribute as a member of the Student Learning team to all operations of and assignments given to the Student Learning Division.
4. Ability to place and receive telephone calls, screen incoming calls, and record messages, as needed.
5. Ability to assist customers of the Student Learning Division—students, teachers, administrators, and staff members.
6. Ability to observe and follow all school district policies at all times.
7. Ability to respond to information requests in a cooperative, courteous, and timely manner.
8. Ability to keep student and personnel information and records confidential.

9. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Student Learning.

**Term of Employment:** Academic school year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.

**Approved:**  
**7/24/01**

## **Parent/Community Liaison Job Description**

**Purpose:** The Parent/Community Liaison, provides family support services and assists with enrollment support. They will also promote and serve as a resource for district-wide early literacy. In order to accomplish this purpose, the Parent/Community Liaison works closely with parents, students, the community, staff, and administration.

**Responsible to:** Communications and Public Relations Director

**Payment Rate:** Salary and benefits as established by the Board of Education.

**Qualifications:**

1. Bachelor's Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate on file in Central Office.
3. Excellent communication skills.
4. Proficient computer skills including Microsoft Office Suite and the ability to learn new software.
5. Knowledgeable about district and community preferred.
6. Health and inoculation certificate on file in the Central Office.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasionally requires stooping, bending, and reaching.
4. Must work in noisy and crowded environments.
5. Requires some travel.
6. May require evening and weekend work.

**Essential Functions:**

1. Coordinate resources and information for families of the Turner School District by serving as a liaison within the district and in the Turner Community.
2. Provide a consistent and positive first impression for the community and families.
3. Excellent interpersonal/communication skills (communication, problem solving, conflict management, collaboration); enjoys working with a variety of perspectives and life experiences and seeks to include people in team-based processes.
4. Highly organized with effective project management approaches for prioritizing, coordinating multiple agencies' meetings and tasks.
5. Strong strategic and analytical skills and creative problem solving.
6. Coordinate with community agencies as needed to assist parents.
7. Ensure that school programs and activities conform to district guidelines.
8. Communicate openly and effectively with all members of the school district, community, staff and students.
9. Work effectively with community organizations and other schools.

**General Responsibilities:**

1. Facilitate and monitor school site councils.
2. Attend neighborhood community meetings to share district progress.
3. Creates and facilitates engaging and ongoing professional development, presentations and trainings to childcare workers, Pre-K teachers and parents as teachers.

4. In collaboration with stakeholders, develop and implement a plan to promote early literacy investments within the city.
5. Support stakeholders and agencies to implement the shared agreement to support increased birth to age eight literacy strategies.
6. Provide quarterly parent “trainings” on topics selected annually by the Parent Advisory Council.
7. Promote and support the Kansas Can Vision and the Kansas State Board of Education’s goal of Kindergarten readiness and identify pathways for transition from pre-K to K.
8. Facilitate Community Advisory Council with Superintendent.
9. Create district community partner “map” and contact each agency.
10. Work with district Social Workers and Parent Educators to provide content to families.
11. Consider support groups to follow parent training sessions.
12. Monitor Title I parent involvement plan for each school wide building.
13. Coordinate parent Bully Prevention committee with Assistant Superintendent of Student Services.
14. Attend PTA Council as the district representative.
15. Lead group processes with small and large groups of learners of all ages.
16. Coordinate effective service needs for families.
17. Comply with legal and regulatory requirements as provided by state and federal law.
18. Respond to change in a productive manner.
19. Attend professional development and specified trainings to enhance knowledge and skills.
20. Stay abreast of new technologies to facilitate and support student learning, data management, and communication.
21. Keep current on changes and developments in early literacy by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
22. Support student improvement plans and District curriculum.
23. Communicate with the Public Relations Director on topics of public concern.
24. Other duties as assigned by the immediate supervisor or Superintendent.

**Term of Employment:** 209 days, July 1, through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

4/20/21

## **A+ Instructional Assistant Job Description**

**Purpose:** The A+ Instructional Assistant functions as educator and facilitator to students seeking to complete their high school education in a non-traditional setting.

**Responsible to:** Principal

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Bachelor's degree or at least 48 college credit hours.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist students in a one-on-one setting.
2. Ability to adapt instruction and curriculum to varying student performance levels.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and efficiently with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned in a self-directed manner.
6. Ability and willingness to plan for and anticipate events and their related requirements.
7. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Ability to speak before the public and represent the program in a professional manner.
2. Ability to deal calmly and professionally with difficult issues.

3. Ability to market the program to the communities that it serves.
4. Ability and willingness to work flexible (including evening) hours to meet the needs of the students.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Experience and comfort with office-productivity software, such as MS Office (Word, Excel, Access, Publisher, PowerPoint).
2. Ability to calmly troubleshoot technical problems within a computer lab (with the assistance of computer technology personnel).
3. Experience with Internet searches for student research purposes.
4. Experience with the use of e-mail for staff/student communication.
5. Willingness to learn new technical skills.
6. Willingness to take charge of the lab in the absence of the Teacher.
7. Ability to observe and follow all school district policies at all times.
8. Ability to respond to information requests in a cooperative, courteous, and timely manner.
9. Ability to keep student information and records confidential.
10. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

1/21/03

## **Accompanist - High School / Middle School Job Description**

**Purpose:** The job of Accompanist - High School/Middle School is done for the purpose/s of providing accompaniment for rehearsals and performances to showcase students and assisting the Vocal Director.

**Responsible to:** Principal

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Specific skill based competencies required to satisfactorily perform the functions of the job include: proficiency in keyboard playing; and operating a computer using pertinent software applications, reading music, use of recording equipment.
2. Knowledge is required to perform basic math, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.

### **Essential Functions:**

1. Accompanies on the keyboard, students and groups of students (e.g. chorales, choirs, solo performers, etc.) for the purpose of supporting their musical experience.
2. Read music and sight read music; use of recording equipment; and working as part of a team.
3. Assists students or teachers in music selections for the purpose of ensuring appropriate music is selected.
4. Exhibits professional and stage etiquette for the purpose of maintaining the professionalism of musical productions.
5. Participates in accompanying students/groups at events (e.g. Regional Small Festival, State Small Group Festival, Large Group Contest, etc.) for the purpose of ensuring that students and group perform their best.
6. Participates in rehearsals and performances of school music events for the purpose of adding to the success of the program.
7. Supervises sectionals when teacher divides groups for the purpose of effective practicing time for all students.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires significant fine finger dexterity.
3. Requires some travel.
4. Must occasionally work in noisy and crowded environments with numerous interruptions.
5. Ability to be flexible regarding scheduling, working conditions, and locations.
6. Must possess good judgment.

**General Responsibilities:**

1. Work under limited supervision.
2. Follow standardized practices and/or methods.
3. Provide information and/or advise others.
4. Schedule activities and meetings.
5. Utilize resources from other work units if required to perform the job's functions.
6. Ability to perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the choral department.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

2/6/18

## **Aquatic Coordinator Job Description**

**Purpose:** The primary responsibilities of the Aquatic Coordinator include: supervising swim instructors; coordinating all swimming lesson programs; supervising weekend/holiday staff and facility operations. Developing, maintaining and initiating emergency response plans, trainings, and systems for staff and facilities. To accomplish these tasks, the Aquatic Coordinator works closely with the staff and administration of the District.

**Responsible to:** Administration and/or Turner High School Principal

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. Bachelors degree in recreation or related field or equivalent.
2. Nationally recognized pool operations certificate.
3. Current (R 2002) Lifeguard Training Instructor (including basic certificates in life guarding, first aid and CPR for the Professional Rescuer). Water Safety Instructor certification or related experience with swim lessons programs.
4. Minimum 1 year experience, pool operations, lifeguard staff development and Aquatic programming.
5. Excellent written, verbal, organization, and communication skills.

### **Essential Functions:**

1. Ability to plan and schedule the operation of the swimming pool, located at Turner High School.
2. Ability to supervise and evaluate the work of employees.
3. Ability to assist in the recruitment, screening, and selection of aquatic personnel.
4. Ability to conduct in-service training and rescue drills for staff.
5. Ability to ensure the daily monitoring by staff of pool revenue, attendance, accidents and/or incidents, air and water temperature, chlorine and acid content, and promptly submits reports documenting these factors.
6. Ability to watch for unsafe conditions or practices and recommend corrective action.
7. Ability to plan, schedule, and coordinate diversified aquatic programs, including Red Cross swim instruction.
8. Ability to make budget, staffing, and program recommendations.

9. Ability to publicize program.

**Physical Requirements/Environmental Conditions:**

This position requires that the coordinator be able to swim well enough to maintain Lifeguard Certificates and requires a minimum level of cardiovascular fitness to teach water fitness classes. The Aquatic Coordinator should be able to climb steps to another level and may lift and carry upwards of 50 lb. bags of chemicals while operating the pool.

**General Responsibilities:**

1. Ability to work weekends during the academic school year. This includes Saturdays and Sundays, 5:00 a.m. beginning shift and work hours during the weekdays. There is flexibility built into the schedule of either five 8 hour days or four 10 hour days.
2. Ability to plan, direct, and supervise the work of subordinates in a manner conducive to full performance and high morale.
3. Ability to administer and manage the operation, maintenance, and staffing requirements of aquatics facilities and amenities.
4. Ability to deal effectively and tactfully with the public and to be capable of enforcing regulations firmly and impartially.
5. Ability to prepare and maintain reports, budgets, and conduct special studies.
6. Ability to plan, coordinate, and conduct training programs and emergency situation simulation drills.
7. Ability to maintain an orderly shop, safeguarding all equipment and supplies.
8. Ability to perform assigned tasks requiring physical strength and agility.
9. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities as directed by the

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

11/3/09

## **Bookkeeper I Job Description**

**Purpose:** The Bookkeeper I maintains the financial books and accounts of the District to ensure accurate accounting of receipts and disbursements. To accomplish these tasks, the Bookkeeper I must work closely with the staff and administration of the District.

**Responsible to:** Principal and Secretary to Principal

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' office experience, with knowledge of bookkeeping and accounting procedures.
4. Must pass spelling, math, and typing (45 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to maintain the financial books and accounts of the District to ensure accurate accounting of receipts and disbursements.
2. Ability to ensure financial activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to appropriately operate all equipment, including computers, as required.

6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to perform all bookkeeping operations necessary for the smooth operation of the building.
2. Ability to issue all purchase orders and process invoices related to each purchase order for payment at the central office.
3. Ability to assist in handling all receipts and expenditures for building-level activity accounts.
4. Ability to work with the principal to develop and administer the budget for building operation for each school year.
5. Ability to assist with other building-level operations dealing with building-level finances.
6. Ability to collect, account, and maintain records of student fees.
7. Ability to count and receipt all gate receipts from the Athletic Department.
8. Ability to record all deposits in control account and individual activity fund accounts.
9. Ability to issue checks for activity fund accounts.
10. Ability to issue checks for Athletic Department's use of officials, security, workers, entry fees, purchases, etc.
11. Ability to prepare paid outs for activity fund accounts and collect receipts.
12. Ability to prepare cash boxes for all athletic events and for other clubs as needed.

13. Ability to prepare monthly activity fund report and submit to Business Office.
14. Ability to prepare monthly activity reports for advisors for clubs.
15. Ability to prepare year-end activity fund report and send to Business Office for audit.
16. Ability to collect insufficient funds checks by phone, letter or referral to Business Office.
17. Ability to reconcile bank statement.
18. Ability to keep records on all activity accounts for six (6) years.
19. Ability to issue activity fund purchase orders and keep on file.
20. Ability to prepare state taxes every quarter.
21. Ability to notify department heads when orders are due, and furnish them with purchase requisitions with appropriate codes.
22. Ability to work with departments on District bids for instructional and office supplies.
23. Ability to type purchase orders and send to the Central Office by July 1st.
24. Ability to check in orders and keep separated by departments as received.
25. Ability to separate District bid items shipped in bulk by departments, and deliver.
26. Ability to work with teachers and vendors on incorrect shipments, delayed shipping, backorders, etc.
27. Ability to type purchase orders for Printing Department
28. Ability to replenish petty cash when necessary.
29. Ability to review monthly budget printout and check for errors.
30. Ability to type all purchase orders for Vocational Department, including Pierson and Highland.

31. Ability to observe and follow all school district policies at all times.
32. Ability to respond to information requests in a cooperative, courteous and timely manner.
33. Ability to keep personnel and student information records confidential.
34. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
35. Perform other duties and assume other responsibilities as assigned by the Principal, Secretary to the Principal, and Administrative Staff.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approval:**

12/21/99

## **General Paraeducator Job Description**

**Purpose:** The General Paraeducator assists the Instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the General Paraeducator works closely with the staff and administration of the District.

**Responsible to:** Principal and Teacher

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Must have at least 48 college credit hours, obtained an associate's (or higher) degree; or passed the Para Praxis Test.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Knowledge of the operation of various office machines.
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist in facilitating the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual needs of students.
3. Ability to ensure all activities conform to District guidelines.
4. Ability to communicate and work effectively and efficiently with members of the school district and community.
5. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
6. Ability to operate all classroom equipment appropriately as assigned.
7. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires stooping, bending, kneeling, reaching, and turning.

**General Responsibilities:**

1. Ability to prepare for classroom activities under the supervision of a licensed teacher.
2. Ability to work with small groups of students to reinforce material initially introduced by the teacher.
3. Ability to assist individual children in need of special educational attention.
4. Ability to perform clerical duties.
5. Ability to guide independent study, enrichment work, and remedial work set up by the teacher.
6. Ability to set up audiovisual equipment.
7. Ability to assist teacher with noninstructional classroom duties, such as snack, toilet, and clothing routines.
8. Ability to assist with reading and storytelling.
9. Ability to assist in drill work.
10. Ability to observe and follow all school district policies at all times.
11. Ability to respond to information requests in a cooperative, courteous, and timely manner.
12. Ability to keep student information and records confidential.
13. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

14. Ability to perform other tasks and assume other responsibilities as directed by the Principal or Teacher.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

3/1/05

## **High School Registrar Job Description**

**Purpose:** The High School Registrar provides office and clerical support to assist with the efficient operation of the High School Office. To accomplish these tasks, the High School Registrar works closely with the staff and administration of the District.

**Responsible to:** Principal and Head Secretary

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (45 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the High School office.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue..
2. Must occasionally work in noisy and crowded environment, with numerous interruptions.

**General Responsibilities:**

1. Ability to prepare paperwork for new students and withdrawing students.
2. Ability to obtain and organize pertinent data as needed.
3. Ability to maintain accurate student cumulative folders and permanent grade records.
4. Ability to prepare transcripts.
5. Ability to maintain an orderly filing system.
6. Ability to maintain updated locker records.
7. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
8. Ability to assist with preparation and distribution of informative materials such as grade reports, newsletters, etc.
9. Ability to use and provide information from school's student database.
10. Ability to assist with preparing lists, diplomas and other information pertaining to graduation.
11. Ability to screen and route incoming mail.
12. Ability to assist in supervising office assistance.
13. Ability to assist in supervising copy room (including maintenance and supplies for copy machine).
14. Ability to assist students, teachers, and other staff members whenever possible.
15. Ability to schedule appointments as necessary.
16. Ability to order and receive office supplies.
17. Ability to observe and follow all school district policies at all times.

18. Ability to respond to information requests in a cooperative, courteous, and timely manner.
19. Ability to keep student and personnel information and records confidential.
20. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
21. Ability to perform other duties and assume other responsibilities as assigned by the Principal or other Administrative Staff.

**Term of Employment:** Academic year as calendared, plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **Library/ Assessment Technician Job Description**

**Purpose:** The Library/ Assessment Technician provides the necessary support to assist with the efficient operation of the library, assessment programs and other programs related to curriculum and instruction within the school. To accomplish these tasks, the Library/ Assessment Technician works closely with the staff and administration of the Student Services and other District and school staff.

**Responsible to:** Building Principal

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Demonstrated computer keyboarding and filing skills.
4. Experience in using various computers and computer programs as well as various office machines and telecommunications equipment.
5. Willingness to learn about educational assessments and related issues.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office, clerical, and technical support to assist with the efficient operation of the school library and computerized assessments.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

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5. Ability to operate all equipment appropriately as required; and to learn how to operate new equipment as it becomes available.
6. Ability to work to implement the vision and mission of the School/ District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires some stooping, bending, reaching, and lifting.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to provide the necessary support services and supervision of students in the library.
2. Ability to order books, equipment, and needed supplies for the library in consultation with the building administration.
3. Ability to appropriately organize, maintain and inventory all library related materials.
4. Ability to monitor overdue books, and contact parents concerning return or payments.
5. Ability to perform the usual office work associated with a busy, yet productive, and smoothly-run library and computer labs.
6. Ability to place and receive telephone calls, screen incoming calls, and record messages, as needed.
7. Ability to observe and follow all school district policies at all times.
8. Ability to respond to information requests in a cooperative, courteous, and timely manner.

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9. Ability to keep student and personnel information and records confidential.
10. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Ability to perform other tasks and assume other responsibilities as directed by the building principal or district administration.

**Term of Employment:** Academic school year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.

**Approved:**

6/7/11

## **Lunchroom/Recess Monitor Job Description**

**Purpose:** The Lunchroom/Recess Monitor supervises the students at lunch/recess, builds relationships and enforces responsible behavior. To accomplish these tasks, the Lunchroom/Recess Monitor works closely with the staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** Salary as established by the Board of Education; no fringe benefits.

**Qualifications:** High School diploma or equivalent.

### **Essential Functions:**

1. Supervise lunch/recess periods to ensure appropriate and responsible behavior.
2. Ensure all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Requires stooping, bending, kneeling, reaching, and turning.
2. Must work in noisy and crowded environments, with numerous interruptions.

### **General Responsibilities:**

1. Supervise students during lunch/recess time.
2. Encourage responsible behavior.
3. Observe and follow all school district policies at all times.
4. Respond to information requests in a cooperative, courteous, and timely manner.

5. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
6. Perform other tasks and assume other responsibilities as assigned by the building principal.

**Term of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

1/18/22

## **Receptionist/High School Job Description**

**Purpose:** The Receptionist provides office and clerical support to assist with the efficient operation of the school. To accomplish these tasks, the Receptionist works closely with the staff and administration of the school.

**Responsible to:** Principal

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Office experience necessary.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. Knowledge of office machines.
7. Spelling ability.
8. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to perform the receptionist and secretarial duties associated with a busy, yet productive and smoothly-run office.
2. Ability to maintain accurate and organized records and other files as shall be required, including:
  - A. Daily written announcements
  - B. I.S.S. assignments
  - C. Homework requests
3. Ability to meet the public, screen, and direct to proper office staff.
4. Good communication skills, polite, courteous, and helpful.

5. Ability to respond to information requests in a cooperative, courteous, and timely manner.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to monitor security cameras and communicate/assist SRAs.
2. Ability to place and receive telephone calls; screen and route incoming calls; and record messages.
3. Ability to assist students, teachers, staff, district employees, and patrons whenever possible.
4. Ability to maintain a friendly manner in dealing with patrons, teachers, and students.
5. Ability to observe and follow all school district policies at all times.
6. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Ability to keep student and personnel information and records confidential.
8. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Ability to perform other tasks and assume other responsibilities as directed.

**Term of Employment:** Academic school year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

7/24/01

**Administrative Assistant to the  
Assistant Superintendent of Student Services  
Job Description**

**Purpose:** The Administrative Assistant to the Assistant Superintendent of Student Services provides office and clerical support to assist with the efficient operation of the district assessment program and other programs related to curriculum and instruction. To accomplish these tasks, the Administrative Assistant to the Assistant Superintendent of Student Services works closely with the staff and administration of the Student Services Office and other District staff.

**Responsible to:** Assistant Superintendent of Student Services

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience in an office or school setting.
4. High level of competence with Microsoft computing applications. Demonstrated word processing, Excel, various computer programs, and organizational skills.
5. Experience in using various computers and computer programs as well as various office machines and telecommunications equipment.
6. Willingness to learn about educational assessments and related issues.
7. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to provide office, clerical, and technical support to assist with the efficient operation of the District.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.

4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required; and to learn how to operate new equipment as it becomes available.
6. Ability to work to implement the vision and mission of the District.
7. Ability to implement the districts' homeless services acting as a liaison coordinating district and community support as well as complying with state and federal regulations.
8. Ability to complete centralized copying requests in a timely manner.
9. Ability to maintain the general upkeep of the copying machines and the organization of the mail/ copy room at the ASC.
10. Ability to meter and sort outgoing US mail and district mail, and distribute incoming US mail and district mail.
11. Ability to prepare bulk mailings from buildings and perform other mail room duties as required.
12. Ability to answer incoming district calls when the regular receptionist is unable to do so.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires some stooping, bending, reaching, and lifting.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to perform the usual office work associated with a busy, yet productive, and smoothly-run office.
2. Ability to assist the Assessment Technician/ Coordinator and other district staff in the operation of the district assessment program.
3. Ability to contribute as a member of the Student Services team to all operations of and assignments given to the Student Services Division.
4. Ability to place and receive telephone calls, screen incoming calls, and record messages, as needed.
5. Ability to assist customers of the Student Services Division—students, teachers, administrators, and staff members.
6. Ability to observe and follow all school district policies at all times.
7. Ability to respond to information requests in a cooperative, courteous, and timely manner.
8. Ability to keep student and personnel information and records confidential.
9. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Student Services.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.

**Approved:**

**7/24/01**

**Revised:**

**9/20/11**

**Attendance Secretary  
Job Description**

**Purpose:** The Attendance Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Attendance Secretary (High School) works closely with the staff and administration of the District.

**Responsible to:** Principal and Secretary to Principal

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (45 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to perform the usual office practices associated with a productive, smoothly-run office.
2. Ability to type, file and reproduce materials for administrative or instructional use, etc.
3. Ability to place and receive phone calls.
4. Ability to assist students, teachers, principals, and other staff members whenever possible.
5. Ability to maintain accurate attendance records, and report attendance problems to Assistant Principal.
6. Ability to call parents to confirm absences.
7. Ability to maintain and submit a daily log of school hours completed.
8. Ability to assist with enrollment.
9. Ability to observe and follow all school district policies at all times.
10. Ability to keep student and personnel information and records confidential.
11. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
12. Ability to perform other duties and assume other responsibilities assigned by the Secretary to Principal and Principal.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Counselor's Secretary Job Description**

**Purpose:** The Counselors' Secretary provides office and clerical support to assist with the efficient operation of the counselors' office. To accomplish these tasks, the Counselors' Secretary works closely with the staff and administration of the District.

**Responsible to:** Principal, Counselor, Secretary to Principal

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (45 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the counselors' office.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to perform the usual office work associated with a productive, smoothly-run office.
2. Ability to maintain records and other files as required.
3. Ability to place and receive phone calls, screen incoming calls, record messages.
4. Ability to assist students, teachers, principal, and other staff members.
5. Ability to observe and follow all school district policies at all times.
6. Ability to keep student information and records confidential.
7. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
8. Ability to perform other tasks and assume other responsibilities as directed by the Principal, Counselor, and Secretary to Principal.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

**Secretary to the  
Director of Alternative Education  
Job Description**

**Purpose:** The Secretary to the Director of Alternative Education provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secretary to the Director of Alternative Education works closely with the staff and administration of the District.

**Responsible** Director of Alternative Education

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Must maintain current TB testing as required by Health Department regulations.
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (50 wpm) tests, and if required, shorthand test (60 wpm).
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Knowledge of recordkeeping and bookkeeping procedures.
7. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the District.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to take and transcribe dictation (if determined a qualification) and compose correspondence as necessary. Process incoming correspondence.
2. Ability to screen incoming calls and record messages. Greet and screen visitors, make arrangements for visitors' comfort while they await scheduled meetings, or direct them to the appropriate location to suit their needs.
3. Ability to obtain, gather, and organize pertinent data, putting into usable form. Maintain regular and confidential files. Maintain daily/monthly calendar for the Director of Alternative Education.
4. Ability to schedule appointments, make arrangements for staff meetings, or conferences, seminars, and workshops as required. Make travel, lodging, registration arrangements as directed. Maintain mileage records for the Director of Alternative Education.
5. Ability to maintain internal budget records for the department, type purchase orders, receive and distribute materials.
6. Ability to type correspondence, maintain files and handle all phone calls regarding student expulsions. Transcribe Dictaphone tapes from hearings as directed.
7. Ability to process all instructor correspondence, forms, phone inquires and maintain files regarding night school. Process the night school bulletin for distribution each semester. Accept fees from night school enrollees for forwarding to the Accounting Services Office. Maintain records regarding students enrolled, grades, and credits, forwarding same to the Technology Management Office.
8. Ability to process all correspondence, phone inquiries, maintain files, and prepare computer-generated public relations/communications brochures or pamphlets for summer school. Set up planning meetings, take minutes, copy and distribute same. Accept fees from summer school enrollees for forwarding to the Accounting Services Office. Maintain records regarding student grades for forwarding to the Technology Management Office. Work at the summer school site each day summer school is in session.

9. Ability to type correspondence, forms, grants, and purchase orders, and maintain time card records for instructors regarding Carl Perkins grants. Type correspondence and handle phone calls for C&IT Department chair and personnel. Maintain vocational carpentry house records. Process correspondence, meeting minutes regarding the Vocational Advisory Board.
10. Ability to type purchase orders, handle phone calls and schedule meetings regarding testing. Disperse information about testing and testing materials. Work with other Student Learning personnel to assure buildings have appropriate materials.
11. Ability to process all PDC correspondence, forms, registrations, maintain files, handle phone calls. Copy and distribute IDP's as directed. Make in-District meeting, conference, workshop arrangements. Process conference notices and meeting minutes. Process IDP transcripts. Work with PDC chair and co-chair as needed.
12. Ability to observe and follow all school district policies at all times.
13. Ability to keep student and personnel information and records confidential.
14. Ability to respond to information requests in a cooperative, courteous, and timely manner.
15. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other tasks and assume other responsibilities as directed by the Director of Alternative Education.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

**Secretary to the  
Assistant Superintendent of Business and Public Relations**

**Purpose:** The Secretary to the Assistant Superintendent of Business and Public Relations coordinates office and clerical support to assist with the efficient operation of the Division of Business Services. To accomplish these tasks, the Secretary to the Assistant Superintendent of Business and Public Relations works closely with the staff and administration of the District.

**Responsible to:** Assistant Superintendent of Business and Public Relations

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent required. College graduate preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Three years' experience as a secretary. Accounting experience preferred.
4. High level of competence with Microsoft computing applications. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Ability to compose letters and formal communication.
7. Desire to continue career improvement by enhancing skills and job performance.
8. Preferred experience with budgeting and financial management/accounting software.

**Essential Functions:**

1. Provide a high level of customer service to district employees and patrons.
2. Coordinate office and clerical support to assist with the efficient operation of the Business Services Office.

3. Ensure all activities conform to District guidelines.
4. Communicate and work effectively and cooperatively with members of the school district and community.
5. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
6. Operate all equipment appropriately as required.
7. Proficiently manipulate financial/accounting software.
8. Participate in annual district budget preparation.
9. Assist in promoting positive communication and public relations via the district website, publications, and media contact.
10. Work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to take and transcribe information of various types and compose correspondence as necessary for the Assistant Superintendent of Business and Public Relations. Process incoming correspondence. Screen incoming telephone calls, and record messages for the Assistant Superintendent of Business and Public Relations.
2. Ability to obtain and organize pertinent data, putting it into usable form. Maintain an electronic filing system as well as maintain confidential files.
3. Schedule appointments and make arrangements for conferences/interviews as required. Greet and screen Business Services Office visitors, making arrangements for comfort while visitors await scheduled meetings, or direct them to the appropriate location/administrator to suit their needs.
4. Work with various business partners, including financial institutions and insurance companies. Ability to communicate issues relevant to each of these agencies.

5. Follow established procedures, in a timely manner process all bids sent to vendors for District-wide equipment/ supply purchases.
6. Monitor budget balances, receipt revenues, and reconcile banking statements. Ability to communicate each of these actions to the Assistant Superintendent of Business and Public Relations.
7. Ability to maintain all District Workers' Compensation records. Keep in regular contact with injured employees, the insurance agent of record, physician offices, accounting and data processing offices regarding the status of District employees currently receiving Workers Compensation benefits.
8. Reconcile various financial reports such as bank statements. Complete state and federal reports, including aid reconciliation reports.
9. Ability to make travel arrangements for conference, seminars, workshops as directed.
10. Maintain current Notary Public license.
11. Observe and follow all school district policies at all times.
12. Respond to information requests in a cooperative, courteous, and timely manner.
13. Ability to keep student and personnel information and records confidential.
14. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Ability to assist in preparation of annual budget and financial audit.
16. Ability to perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Business and Public Relations.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
11/5/13

## **Secretary to the Supervisor of Food & Nutrition Services Job Description**

**Purpose:** The Secretary to the Supervisor of Food & Nutrition Services provides office, clerical and cafeteria support to assist with the efficient operation of the school district and food services department. To accomplish these tasks, the Secretary works closely with the staff and administration of the District and the Food & Nutrition Services Department.

**Responsible to:** Supervisor of Food & Nutrition Services.

**Payment rate:** Salary and benefits to be established by the Board of Education.

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculations Certificate on file in the Central Office, after employment offer is made. Must maintain current TB testing as required by Health Department regulations.
3. Two years' experience as a secretary, administrative assistant or equivalent.
4. Demonstrated typing and filing skills. Must pass spelling, math and typing (50 wpm) tests, and if required, a shorthand test (60 wpm).
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Demonstrated effective and appropriate communication skills, both oral and written, when working with and around adults and/or children.
7. Ability to maintain strict confidentiality when processing student and household data, including income information and Social Security numbers.
8. Demonstrated enthusiasm and support for school based Child Nutrition programs and their goal of safeguarding the health and welfare of students through sound dietary and physical activity habits.
9. Ability to work effectively and independently without direct supervision as well as to work effectively in collaborative efforts.
10. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Provide office and clerical support to assist with the efficient operation of the school district, and specifically, the food services department.

2. Ensure that all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the District staff, students and school community.
4. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Appropriately, safely and efficiently operate all equipment as required.
6. Support the value of an education and of personal wellness practices.
7. Support the vision and mission of the District and of the Food & Nutrition Services Department.

**Physical Requirements/Environmental Conditions:**

1. Must be able to manually lift a maximum of 30 pounds and have the ability to withstand prolonged periods of standing and/or sitting; to work in both hot and cold environments; to work with and around cleaning and sanitizing chemicals and products; to work in areas with fumes and odors; and to perform other physical activities commonly associated with school food service operations such as bending, lifting, stooping, reaching, pulling and/or pushing heavy objects or materials.
2. Must be able to work effectively in noisy and crowded environments.
3. Must be able to work around fumes and odors.

**General Responsibilities:**

1. Obtains, gathers and organizes pertinent data, putting it into usable form.
2. Maintains a regular filing system as well as independent confidential files.
3. Processes incoming correspondence.
4. Places and receives telephone calls, screens incoming calls and records and delivers telephone messages.
5. Welcomes visitors to the department, extending common hospitalities and accommodations.
6. Performs bookkeeping tasks associated with the position and as directed by Supervisor of Food & Nutrition Services.
7. Maintains a schedule of appointments and makes arrangements for conferences and interviews, as requested by the Supervisor of Food & Nutrition Services.

8. As requested by the Supervisor of Food & Nutrition Services, functions as a substitute food service worker, performing any/all tasks commonly associated with school food service operations while complying with all safe food handling rules and program regulations and established customer service standards.
9. Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
10. Performs such other tasks and assume such other responsibilities as requested by the Supervisor of Food & Nutrition Services.
11. Attend job related training classes and workshops, including district in-service programs.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education policy.

**Approved:**

7/17/07

**Secretary to the  
Director of Transportation  
Job Description**

**Purpose:** The Secretary to the Director of Transportation provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secretary to the Director of Transportation works closely with the staff and administration of the District.

**Responsible to:** Director of Transportation

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (50 wpm) tests, and if required, shorthand test (60 wpm).
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Knowledge of recordkeeping and bookkeeping procedures.
7. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the District.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.

4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all computer equipment appropriately as required, and become familiar with transportation software.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to take and transcribe dictation (if determined a qualification) and compose correspondence as necessary.
2. Ability to screen incoming calls and record messages.
3. Ability to greet and screen visitors, make arrangements for visitors' comfort while they await scheduled meetings, or direct them to the appropriate location to suit their needs.
4. Ability to obtain and organize pertinent data, putting into usable form.
5. Ability to maintain a regular filing system as well as confidential files.
6. Ability to process incoming correspondence.
7. Ability to perform bookkeeping tasks associated with the position.
8. Ability to maintain a schedule of appointments and make arrangements for conferences and interviews.
9. Ability to observe and follow all school district policies at all times.
10. Ability to respond to information requests in a cooperative, courteous, and timely manner.

11. Ability to keep student and personnel information and records confidential.
12. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
13. Ability to perform other tasks and assume other responsibilities as directed by the Director of Transportation.

**Term of Employment:** Academic year as calendared plus additional days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

## **Elementary Head Secretary Job Description**

**Purpose:** The Elementary Head Secretary coordinates office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Elementary Head Secretary works closely with the staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Experience as a secretary or similar job including effective use of customer service skills.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to coordinate office and clerical support to assist with the efficient operation of the school.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

**General Responsibilities:**

1. Ability to coordinate and supervise office and clerical support.
2. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
3. Ability to screen and route incoming and outgoing mail.
4. Ability to create and copy correspondence, reports, bulletins, records, and other materials. Ability to send messages via autodialer regarding school events and notifications.
5. Ability to obtain and organize pertinent data as needed including student birth certificates, inoculation and physical records, and verify student birth dates.
6. Ability to take and transcribe oral dictation (if required).
7. Ability to maintain an organized and regularly updated student information system, including the activation and placement of students in Infinite Campus and consult with the building principal regarding classroom placements.
8. Ability to schedule appointments, make travel arrangements, and assemble material for meetings.
9. Ability to assist in planning meeting agendas, and assist in preparing meeting summaries.
10. Ability to collect, report, and deposit money received by the Elementary Office.
11. Ability to assist in preparing financial reports.

12. Ability to assist with enrollment.
13. Ability to coordinate the Parent/Teacher Conference schedule.
14. Ability to maintain accurate and organized student cumulative folders.
15. Ability to maintain accurate attendance records and monitor student daily attendance and notify the building principal, District Truancy Officer, and the Secretary to the Assistant Superintendent of Student Services and school/ district administrators regarding student attendance concerns.
16. Ability to contact parents to confirm absences.
17. Ability to distribute office passes and notes as directed.
18. Ability to maintain and submit a daily log of school hours completed.
19. Ability to check and file lesson plans.
20. Ability to accurately report the honor roll each quarter.
21. Ability to assist with preparing student awards and organizing the end of the year awards assembly.
22. Ability to assist with the preparation of the yearbook.
23. Ability to schedule school pictures and re-takes.
24. Ability to maintain an accurate inventory of student books and teacher materials.
25. Ability to order, receive, and distribute supplies.
26. Ability to administer first aid to ill/injured students in the absence of the school nurse according to school policy.
27. Ability to assist in the hiring, supervision, and training of employees.
28. Ability to assist with hiring substitutes, record staff absences, and submit staff reports to the Principal.
29. Ability to place orders for materials according to the current budget, verify quantities delivered, and distribute to staff.

30. Ability to keep current on new software, reports, and other job related activities/functions.
31. Ability to observe and follow all school district policies at all times.
32. Ability to respond to information requests in a cooperative, courteous, and timely manner.
33. Ability to keep student and personnel information and records confidential.
34. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
35. Ability to perform other duties and assume other responsibilities as assigned by the Principal.

**Terms of Employment:** Academic year as calendared

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

7/9/13

## **Elementary Secretary Job Description**

**Purpose:** The Elementary Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Elementary Secretary works closely with the staff and administration of the District.

**Responsible to:** Head Secretary and Principal

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Experience as a secretary or similar job including effective use of customer service skills.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
2. Ability to screen and route incoming and outgoing mail.
3. Ability to create and copy correspondence, reports, bulletins, records, and other materials. Ability to send messages via autodialer regarding school events and notifications.
4. Ability to obtain, gather, and organize pertinent data as needed including birth certificates, inoculation and physical records, and verify student birth dates.
5. Ability to maintain an organized and regularly updated student information system, including the activation and placement of students in Infinite Campus and consult with the building principal regarding classroom placement.
6. Ability to maintain accurate attendance records and monitor student daily attendance and notify the Elementary Head Secretary, District Truancy Officer, and the Secretary to the Assistant Superintendent of Student Services and school/district administrators regarding student attendance concerns.
7. Ability to maintain accurate and organized student cumulative folders.
8. Ability to assist with enrollment of new students including the timely notification of Food Service and Transportation and other appropriate district/ school staff.
9. Ability to collect, report, and deposit money into activity account.
10. Ability to assist with preparing September 20th building report.
11. Ability to prepare monthly ethnic report.

12. Ability to decorate hallway bulletin board monthly.
13. Ability to make certificates/buttons for Awards Assembly.
14. Ability to distribute office passes and notes as directed.
15. Ability to order, receive, and distribute supplies.
16. Ability to supervise assistants and assist in training new employees.
17. Ability to place orders for materials according to the current budget, verify quantities delivered, and distribute to staff.
18. Ability to keep current on new-software, reports, and other job related activities/functions.
19. Ability to keep student and personnel information and records confidential.
20. Ability to observe and follow all school district policies at all times.
21. Ability to respond to information requests in a cooperative, courteous, and timely manner.
22. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
23. Ability to perform other duties and assume other responsibilities as assigned by the Head Secretary or Principal.

**Term of Employment:** Academic school year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approval:**

12/21/99

**Revised:**

7/9/13

## **Elementary/ Pre-School Secretary Job Description**

**Purpose:** The Elementary/ Pre-School Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Elementary/ Pre-School Secretary works closely with the staff and administration of the District.

**Responsible to:** Head Secretary and Principal

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Experience as a secretary or similar job including effective use of customer service skills.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to screen visitors and telephone calls, directing them to the appropriate person/department. Ability to answer parent or staff questions regarding pre-school programming.
2. Ability to screen and route incoming and outgoing mail.
3. Ability to create and copy correspondence, reports, bulletins, records, and other materials. Ability to send messages via autodialer regarding school events and notifications.
4. Ability to obtain, gather, and organize pertinent data as needed including student birth certificates, inoculation and physical records, and verify student birth dates.
5. Ability to maintain an organized and regularly updated student information system, including the activation and placement of students in Infinite Campus and consult with the building principal regarding classroom placements.
6. Ability to maintain accurate attendance records and monitor student daily attendance and notify the school secretary, District Truancy Officer, and the Secretary to the Assistant Superintendent of Student Services and school/ district administrators regarding student attendance concerns.
7. Ability to maintain accurate and organized student cumulative folders.
8. Ability to assist with enrollment of new students including the timely notification of Food Service and Transportation and other appropriate district/ school staff. Ability to verify students qualify for pre-school and do not have an IEP.
9. Ability to collect, report, and deposit money into activity account.
10. Ability to assist with preparing September 20th building report, specifically maintaining accurate Pre-School audit documentation.

11. Ability to prepare monthly ethnic report.
12. Ability to decorate hallway bulletin board monthly.
13. Ability to make certificates/buttons for Awards Assembly.
14. Ability to distribute office passes and notes as directed.
15. Ability to order, receive, and distribute supplies.
16. Ability to supervise assistants and assist in training new employees.
17. Ability to place orders for materials according to the current budget, verify quantities delivered, and distribute to staff.
18. Ability to keep current on new software, reports, and other job related activities/functions.
19. Ability to enter all pre-school student transportation data into Infinite Campus.
20. Ability to notify the district copy personnel when bus or lunch tags need to be printed.
21. Ability to keep student and personnel information and records confidential.
22. Ability to observe and follow all school district policies at all times.
23. Ability to respond to information requests in a cooperative, courteous, and timely manner.
24. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
25. Ability to perform other duties and assume other responsibilities as assigned by the Head Secretary or Principal.

**Term of Employment:** Academic school year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approval:**

7/9/13

**Secretary to the  
Assistant Superintendent of Student Services  
Job Description**

**Purpose:** The Secretary to the Assistant Superintendent of Student Services coordinates office and clerical support to assist with the efficient operation of Student Services. To accomplish these tasks, the Secretary to the Assistant Superintendent of Student Services works closely with the staff and administration of the District.

**Responsible to:** Assistant Superintendent of Student Services

**Payment rate:** Salary and benefits established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Three years' experience as a secretary.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs, as well as various office equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Coordinate office and clerical support to assist with the efficient operation of the Office of Student Services.
2. Ensure all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

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5. Operate all equipment appropriately as required.
6. Work to implement the vision and mission of the District and the Student Services Office.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and the use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Process incoming correspondence and compose correspondence as necessary. Screen incoming calls and record messages for the Assistant Superintendent of Student Services and other staff associated with the Board of Education office.
2. Obtain, gather and organize pertinent data, putting it into usable form. Maintain a regular filing system as well as confidential files. Maintain and regularly update a daily and monthly reminder file of all Student Services activities.
3. Schedule appointments and make arrangements for conferences, seminars, workshops as required. Make travel, lodging, registration arrangements for the Assistant Superintendent of Student Services and for any staff attending workshops, conferences, seminars funded by Student Services.
4. Greet and screen Student Services visitors, making arrangements for comfort while visitors await scheduled meetings, or direct them to the appropriate location/administrator to suit their needs.
5. Assist teaching staff with testing operations, such as entering data, etc.
6. Make physical arrangements for any professional learning sessions for staff.
7. Maintain internal budget records for Student Services and for grants funded under the direction of the Assistant Superintendent of Student Services. Type purchase orders, distribute materials received. Maintain records of all timecards and substitute pay involving monies expended by Student Services.
8. Assist staff directly involved in programs funded by grants under the direction of the Assistant Superintendent of Student Services by typing/distributing correspondence, assisting in the budgeting of grant monies, and the writing and reporting of State reports.

9. Maintain attendance requests/records and serve as liaison between Assistant Superintendent of Student Services, principals, and attendance officer.
10. Assist parents who call Student Services, providing high quality customer service.
11. Maintain changes for all non-resident forms, which includes distribution, collection, organization, filing data, and correspondence with parents for each applicant. Type and keep an updated listing for each building site.
12. Manage all aspects of student enrollment in the district and direct building level office staff in enrollment procedures.
13. Maintain, gather, type and send state reports for accreditation.
14. Assist the Assessment Coordinator and Instructional Coaches with various duties as assigned.
15. Order, receive and manage the distribution of curriculum materials..
16. Observe and follow all school district policies at all times.
17. Respond to information requests in a cooperative, courteous, and timely manner.
18. Keep student and personnel information and records confidential.
19. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Student Services, and work cooperatively with other members of the Student Services team.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

12/14/10

**Revised:**

11/6/18

## **Food Services Secretary Job Description**

**Purpose:** The Food Services Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Food Services Secretary works closely with the staff and administration of the District.

**Responsible to:** Director of Food Services

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Maintain current TB testing as required by Health Department regulations.
3. One year's experience as a secretary.
4. Demonstrated typing and filing skills. Must take and pass a spelling, math, and typing (40 wpm) tests.
5. Experience in using various computers and computer programs, as well as knowledge of various office machines and telecommunications equipment.
6. Must be able to manually lift a maximum of 30 pounds.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, bending, and reaching.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to provide support to assist with the efficient operation of the Food Services Office.
2. Ability to receive and process free/reduced lunch applications in a timely and efficient manner. Timely follow up on all temporarily approved applications. Maintain monthly lists of students qualifying for free/reduced program. Complete verifying process as directed by the State Department of Education by December 15 each year.
3. Ability to perform as substitute in kitchens as directed by the Director of Food Services.
4. Ability to observe and follow all school district policies at all times.
5. Ability to respond to information requests in a cooperative, courteous, and timely manner.
6. Ability to keep personnel information and records confidential.
7. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
8. Ability to perform other tasks and assume other responsibilities as directed by the Director of Food Services.

**Term of Employment:** Academic year as calendared plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

**Secretary to the  
Director of Human Resources  
(Certified Employees)  
Job Description**

**Purpose:** The Human Resources Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Human Resources Secretary works closely with the staff and administration of the District.

**Responsible to:** Director of Human Resources

**Payment rate:** According to Classified Salary Schedule

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Three years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (60 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to screen incoming calls, or direct them to the appropriate location/administrator to accommodate their needs; record messages.
2. Ability to maintain all certified confidential personnel files; generate computer documentation of all pertinent personnel records.
3. Ability to prepare contracts for new employees and appropriate documents for their certification. Distribute appropriate documents to payroll department.
4. Ability to assist new teachers in completion of necessary District, State and federal forms, i.e., insurance, CPA's, sick leave pool, educational certification/endorsements.
5. Ability to prepare and process paperwork involving any change in status of certified employees, including transfers, termination, and any salary adjustments.
6. Ability to post certified position vacancies/transfers as appropriate, and distribute posting to certified staff during summer months as required. Update postings on the Internet.
7. Ability to serve as Designated Agent for KPERS. Process retirement benefits, withdrawal of funds, change of beneficiary, and name/location changes for all District employees.
8. Ability to compile yearly Organizational Report for State report, tracking and reporting any changes during the year. Generate computer forms for District reports.
9. Ability to prepare personnel exhibits for each Board of Education meeting.

10. Ability to maintain current Notary Public license.
11. Ability to type salary and supplemental schedules.
12. Ability to maintain records for teacher evaluations.
13. Ability to keep updated records on employees' attendance of the Bloodborne Pathogens Control Plan.
14. Ability to schedule all arrangements for Recruitment Fairs. Includes correspondence, application packets, and all travel arrangements involved.
15. Ability to observe and follow all school district policies at all times.
16. Ability to respond to information requests in a cooperative, courteous, and timely manner.
17. Ability to keep personnel information and records confidential.
18. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
19. Ability to perform other tasks and assume other responsibilities as directed by the Director of Human Resources.

**Terms of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Secretary to the  
Assistant Superintendent of Administrative Services  
(Classified Personnel)  
Job Description**

**Purpose:** The Secretary to the Assistant Superintendent of Administrative Services provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secretary to the Assistant Superintendent of Administrative Services works closely with the staff and administration of the District.

**Responsible to:** Assistant Superintendent of Administrative Services

**Payment rate:** Salary and benefits to be established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Three years' experience as a secretary.
4. High level of competence with Microsoft computing applications. Demonstrated word processing, Excel, various computer programs, and organizational skills.
5. Experience and skills using various office machines, including copiers, printers, and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to provide office, receptionist, and secretarial duties to assist with the efficient operation of the school district, including the Office of Administrative Services.
2. Ability to ensure all activities conform to District guidelines.

3. Ability to maintain accurate and organized records and other files as shall be required, including but not limited to:
  - A. Classified personnel/ applicant files
  - B. Substitute teacher training and documentation
  - C. Administrative Services related reports
  - D. Leave time usage reports
  - E. SchoolRecruiter job postings/ applicant information
4. Ability to work closely, positively, and productively with Administrative Services staff.
5. Communicate and work effectively, cooperatively, and positively with members of the school district and community, including greeting contacts and directing them to the appropriate office staff.
6. Ability to react to change and frequent interruptions in a productive, positive and courteous manner, meeting deadlines as assigned.
7. Ability to operate all equipment appropriately as required.
8. Ability to work to implement the vision and mission of the District.
9. Ability to manage and facilitate all aspects of the Subfinder system (supplemental contract for Subfinder tasks to be completed outside the regular daily schedule).

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Requires stooping, kneeling, crawling, bending, turning, lifting, and reaching.
4. Must work in and around fumes and odor.

**General Responsibilities:**

1. Ability to screen incoming calls, or direct them to the appropriate location/administrator to accommodate the callers/ contacts needs; record messages accurately for the Assistant Superintendent of Administrative Services and other office staff.
2. Ability to maintain all classified confidential personnel files; generate and maintain computer documentation of all pertinent personnel records.
3. Ability to prepare paperwork for new classified personnel and appropriate documents for their employment. Distribute completed paperwork to the appropriate departments.
4. Ability to assist new classified personnel in completion of necessary District, State and Federal forms.
5. Ability to prepare and process paperwork involving any change in status of classified personnel, including transfers, termination, and any salary adjustments.
6. Ability to post classified position vacancies/transfers as appropriate and update postings on the district website and regular hardcopy postings as necessary.
7. Ability to place ads for vacancies on CareerBuilder and/ or other media.
8. Ability to correspond effectively with classified and certified applicants, as well as substitute teachers.
9. Ability to accurately prepare personnel exhibits for each Board of Education meeting.
10. Ability to maintain current Notary Public license.
11. Ability to print out monthly timesheets for distribution to all classified personnel.
12. Ability to observe and follow all school district policies at all times.
13. Ability to respond to information requests in a cooperative, courteous, and timely manner.
14. Ability to keep personnel information and records confidential.

15. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Ability to perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Administrative Services.

**Terms of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of the Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

7/19/11

Revised:

9/6/11

**Revised:**

9/20/11

## **Secondary Head Secretary Job Description**

**Purpose:** The Secondary Head Secretary coordinates office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secondary Head Secretary works closely with the staff and administration of the District.

**Responsible to:** Principal

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs as required.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to coordinate office and clerical support to assist with the efficient operation of the school.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to coordinate and supervise office and clerical support.
2. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
3. Ability to screen and route incoming mail.
4. Ability to compose, type, and copy correspondence, reports, bulletins, records, and other materials.
5. Ability to obtain, gather, and organize pertinent data as needed.
6. Ability to take and transcribe oral dictation.
7. Ability to maintain an orderly and accurate filing system.
8. Ability to schedule appointments, make travel arrangements, and assemble material for meetings.
9. Ability to assist in planning meeting agendas, and assist in preparing meeting summaries.
10. Ability to distribute office passes and notes as directed.
11. Ability to order, receive, and distribute copier and office supplies.
12. Ability to assist in the hiring, supervision, and training of employees.
13. Ability to assist with hiring substitutes, record staff absences, and submit staff reports to the Principal.
14. Ability to keep current on new information, innovative ideas and techniques.

15. Ability to supervise the usual office routines and practices associated with a productive, smoothly run office.
16. Ability to use and provide information from school's student data base.
17. Ability to assist students, teachers, and other staff members whenever possible.
18. Ability to audit classified and certified timecards, and maintain sick leave and status information on classified and certified personnel.
19. Ability to supervise office assistants.
20. Ability to supervise copy room (including maintenance and supplies for copy machines).
21. Ability to perform bookkeeping tasks associated with position.
22. Ability to observe and follow all school district policies at all times.
23. Ability to respond to information requests in a cooperative, courteous, and timely manner.
24. Ability to keep student and personnel information and records confidential.
25. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
26. Ability to perform other tasks and assume other responsibilities as directed by the Principal and Administrative staff.

**Terms of Employment:** Academic year as calendar plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Secondary School Secretary Job Description**

**Purpose:** The Secondary School Secretary provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the Secondary School Secretary works closely with the staff and administration of the District.

**Responsible to:** Principal and Head Secretary

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills.
5. Experience in using various computers and computer programs.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to provide office and clerical support to assist with the efficient operation of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
2. Ability to screen and route incoming mail.
3. Ability to compose, type, and copy correspondence, reports, bulletins, records, and other materials.
4. Ability to obtain, gather, and organize pertinent data as needed.
5. Ability to maintain an orderly filing system.
6. Ability to schedule appointments and assemble material for meetings.
7. Ability to maintain accurate attendance records, and report attendance problems to the Assistant Principal and the District Attorney.
8. Ability to contact all parents to confirm absences and notify when absences are excessive.
9. Ability to distribute office passes and notes as directed.
10. Ability to maintain and submit a daily log of school hours completed.
11. Ability to order, receive, and distribute supplies.
12. Ability to administer first aid to ill/injured students in the absence of the school nurse according to school policy.
13. Ability to supervise assistants and assist in training new employees.
14. Ability to keep current on new information, innovative ideas and techniques.

15. Ability to call students to the office and assist them with problems, such as lockers, etc.
16. Ability to assist teachers with forms, equipment, etc.
17. Ability to keep track of enrollment, and file monthly reports with District.
18. Ability to communicate with auditor in regard to student enrollment.
19. Ability to prepare homework requests for absent/suspended students.
20. Ability to coordinate Parent-Teacher Conference schedule.
21. Ability to maintain accurate student cumulative folders.
22. Ability to assemble teacher handbooks.
23. Ability to observe and follow all school district policies at all times.
24. Ability to respond to information requests in a cooperative, courteous, and timely manner.
25. Ability to keep student and personnel information and records confidential.
26. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
27. Ability to perform other duties and assume other responsibilities as assigned by the Head Secretary or Principal.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Facilities Specialist Job Description**

**Purpose:** This is a high skilled position in the Facilities & Grounds Management Department. This position provides support to the Supervisor of Facilities & Grounds with custodial services coordination, contractor scheduling, customer service, and communications. This position requires effective supervisory and public relations skills to ensure the mission of the District.

**Responsible to:** Supervisor of Facilities & Grounds

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Three years' experience as a secretary or office team member. Effective supervisory and coordination skills.
4. Provide support to the Supervisor of Facilities & Grounds in all administrative and general office tasks utilizing basic software systems. High level of competence with Microsoft computing applications, including but not limited to, Word, Excel, PowerPoint, and Outlook. Demonstrated word processing skills, proficiency using Excel, and effective organizational skills.
5. Effective supervisory and coordination skills.
6. Experience and skills using various office machines, including but not limited to, computers, copiers, printers, telephone, photocopier, fax machine, paging station, and communications radio.
7. Desire to continue career improvement by enhancing skills and job performance.
8. Experience and knowledge in the custodial and mechanical fields.

### **Essential Functions:**

1. Ability to provide office, receptionist, and secretarial duties to assist with the efficient operation of the Facilities & Grounds Management Department.
2. Ability to assist the Supervisor of Facilities & Grounds with the development and operation of department budget.
3. Ability to manage warehouse logistics such as tracking, inventory, ordering, and delivery of materials/equipment in a coordinated and effective manner.

4. Ability to assist in custodial coordination and supervision of floating department team members.
5. Ability to ensure all activities conform to District guidelines.
6. Ability to maintain accurate and organized records and other files as shall be required, including but not limited to:
  - A. Classified personnel/applicant files
  - B. Accounts Payable processing
  - C. Technical, grounds, and custodial training and documentation
  - D. Facilities and Grounds Management related reports
  - E. Technical, grounds, and custodial leave time and overtime usage reports
  - F. SchoolRecruiter job postings/applicant information
  - G. Organize and manage MSDS information for the school district
7. Ability to work closely, positively, and productively with Supervisor of Facilities & Grounds and district staff.
8. Communicate and work effective, cooperatively, and positively with members of the school district and community, including greeting contacts and directing them to the appropriate office staff.
9. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
10. Ability to operate all equipment appropriately as required. Equipment to include forklift, two-wheeled dolly, and four-wheeled gondola.
11. Ability to work to implement the vision and mission of the District.
12. Ability to manage and facilitate all aspects of the facilities operations systems, including but not limited to:
  - A. Schooldude Work Order System
  - B. DSX Access Systems
  - C. Aptafund Accounting System
    1. Knowledge and ability to work with district budget codes
    2. Produce and correctly code purchase orders
  - D. Tracer Summit™ building automation system
  - E. Telecommunications with radio/telephone/pager

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting and/or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Requires stooping, kneeling, crawling, bending, turning, lifting, and reaching.
4. Must be able to work in and around fumes and odor.
5. Requires upper body strength to lift and carry 50 pounds and carry farther than 50 feet throughout the work day.
6. Perform all duties in a safe manner.
7. Occasional exposure to construction and school related chemicals.

**General Responsibilities:**

1. Ability to screen incoming calls and direct callers to the appropriate location/administrator to accommodate the callers/contacts needs; record messages accurately for the Supervisor of Facilities & Grounds and other office staff.
2. Ability to observe and follow all school district policies at all times.
3. Ability to respond to information requests in a cooperative, courteous, and timely manner.
4. Ability to coordinate travel/training arrangements for staff.
5. Ability to initiate and/or develop new programs.
6. Ability to coordinate annual employee evaluations.
7. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
8. Ability to perform other tasks and assume other responsibilities as directed by the Supervisor of Facilities & Grounds.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
3/6/12

## **Special Services Executive Secretary Job Description**

**Purpose:** The Special Services Executive Secretary coordinates office and clerical support to assist with the efficient operation of the Special Services Department. To accomplish these tasks, the Special Services Executive Secretary works closely with the staff and administration of the department.

**Responsible to:** Supervisor of Special Services

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, typing (60 wpm), and if required shorthand (60 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to coordinate office and clerical support to assist with the efficient operation of the department.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires some stooping, bending, and reaching.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to maintain Kansas State Department of Education Special Education personnel report. This involves quarterly submissions to KSDE on certified and classified personnel for the current school year, including the extended school year for categorical aide reimbursement, updating information into the computer and maintaining an accurate database of information.
2. Ability to submit monthly Medicaid billing via electronic submissions. This involves checking eligibility of Medicaid status monthly, updating information into the computer, maintaining an accurate database of information and maintaining confidential files.
3. Ability to coordinate office and clerical support staff to assist with the efficient operation of the Special Services Office.
4. Ability to obtain and organize pertinent data, putting it into functional form.
5. Ability to maintain a regular filing system as well as confidential files.
6. Ability to process incoming correspondence.
7. Ability to place and receive telephone call, screen incoming calls and record messages, send and receive FAX's.
8. Ability to welcome and arrange for the comfort of visitors.
9. Ability to perform bookkeeping tasks associated with the position.

10. Ability to maintain a schedule of appointments and make arrangements for conferences and interviews, and assemble materials for meetings.
11. Ability to maintain current personnel records, including processing time cards and mileage records.
12. Ability to place orders for materials, verify quantities delivered, and distribute to staff.
13. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
14. Ability to perform other tasks and assume other responsibilities as directed by the Supervisor of Special Services.

**Term of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Special Services Secretary Job Description**

**Purpose:** The Special Services Secretary maintains student records to assist with the efficient operation of the Special Services Department. To accomplish these tasks, the Special Services Secretary works closely with the staff and administration of the department.

**Responsible to:** Supervisor of Special Services

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Two years' experience as a secretary.
4. Demonstrated typing and filing skills. Must pass spelling, math, and typing (50 wpm) tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to maintain student records to assist with the efficient operation of the Special Services Department.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment appropriately as required.
6. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires some stooping, bending and reaching.
3. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to maintain Kansas State Department of Education Management Information System. This involves processing Individual Education Program files by updating information into the computer, maintaining an accurate database of information, and maintaining confidential files.
2. Ability to maintain listing of transportation established for all special education students. Schedule monthly Developmental Preschool Child Find screenings. Maintain follow-up file on selected special education students.
3. Ability to maintain a regular filing system, as well as confidential files.
4. Ability to assist other office staff as assigned by the Supervisor of Special Services.
5. Ability to obtain, gather, and organize pertinent data, putting into functional form.
6. Ability to place and receive telephone calls, screen incoming calls and record messages, send and receive FAX's.
7. Ability to welcome and arrange for the comfort of visitors.
8. Ability to observe and follow all school district policies at all times.
9. Ability to respond to information requests in a cooperative, courteous, and timely manner.

10. Ability to keep student and personnel information and records confidential.
11. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
12. Ability to perform tasks and assume responsibilities as directed by the Director of Special Services.

**Term of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Secretary to Superintendent/Clerk of the Board of Education Job Description**

**Purpose:** The Secretary to the Superintendent/Clerk of the Board of Education assists the Superintendent with paperwork and work projects to ensure efficient operation of the Superintendent's Office and Board of Education. To accomplish these tasks, the Secretary to the Superintendent works closely with the staff and administration of the District.

**Responsible to:** Superintendent of Schools

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Three years' applicable work experience.
4. Experience in using various technology devices and computer programs, including word processing, database, spreadsheet and desktop publications. Knowledge of various office machines and telecommunications equipment.
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Coordinate office and clerical support to assist with the efficient operation of the Superintendent's Office.
2. Ensure all activities conform to District guidelines.
3. Communicate and work effectively and cooperatively with members of the Board of Education, school district and community.
4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Operate all equipment appropriately as required.

6. Manage business affairs of the Board of Education.
7. Work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Process incoming/outgoing correspondence and compose correspondence as necessary.
2. Receive incoming calls, direct them to the appropriate location/administrator to accommodate their needs; record messages for the Superintendent.
3. Direct patron calls/visits regarding district-wide problems, concerns, and/or questions to appropriate administrator.
4. Obtain, gather, and organize pertinent data, putting it into functional form.
5. Maintain a regular filing system, including confidential files.
6. Schedule appointments and make arrangements for conferences, meetings, and events as required. Greet and screen visitors, making arrangements for comfort while visitors await scheduled meetings, or direct them to the appropriate location/administrator to accommodate their needs.
7. Maintain accurate documentation of budget expenditures.
8. Prepare agendas, minutes, and records required for Board of Education business as required by law and district policy.
9. Complete surveys and data requests including from state and federal organizations.

10. Prepare and organize agenda materials for Turner Board of Education meetings, including distribution to Board members, administrators, school sites and local newspapers.
11. Keep Board of Education members informed of pertinent information through weekly newsletter and telephone communication when circumstances require immediate notification.
12. Notify Administrative Leadership Team of upcoming meetings and create agendas.
13. Assist in the coordination of out-of-district consultant presentations and in-district presentations, including lodging, physical arrangements, and preparation of materials for distribution.
14. Ability to maintain current Notary Public license.
15. Distribute updates in Board Policy to Board members, District departments and school sites.
16. Provide clerical support in the publication of District documents, i.e., the Calendar, the Classified Handbook, and the Negotiated Agreement.
17. Compile from Special Education and school site reports data submitted to U.S. Department of Education, Office of Civil Rights.
18. Observe and follow all school district policies at all times.
19. Respond to information requests in a cooperative, courteous, and timely manner.
20. Keep student and personnel information and records confidential.
21. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Perform other tasks and assume other responsibilities as directed by the Superintendent.

**Term of Employment:** 12 month year, July 1 to June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:** 11/6/18

## **Translator/Interpreter/Secretary Job Description**

**Purpose:** The Turner USD 202 translator/interpreter provides translation/interpretation services for the School District and for Spanish-speaking students and their parents/guardians as needed throughout the district.

**Responsible to:** Asst. Superintendent of Curriculum and Instruction.

**Payment Rate:** Negotiable

### **Education and/or Experience Requirements:**

1. High school diploma or equivalent required; college coursework preferred
2. Strong oral and written communication skills in Spanish and English languages; native Spanish speaker preferred.

### **Essential Functions:**

1. Dispatches translation/interpretation services for the district.
2. Translates written materials from English to Spanish as requested.
3. Provides verbal translation to assist in the communication between School District personnel and Spanish speaking students and/or their parents/guardians
4. Interprets for after school and evening meetings as needed.
5. Participates in training specific to providing high quality translation/interpretation
6. Creates and maintains a bilingual database of frequently used School District forms.
7. Maintains a list of families who require translation/interpretation services per school to be made available to district staff.
8. Ability to provide office and clerical support to assist with the efficient operation of the school district.

### **Physical Requirement/Environmental Conditions:**

1. Must occasionally work in crowded environments, with numerous interruptions.
2. Must have physical stamina to maintain job responsibilities
3. Requires occasional stooping, bending, kneeling, reaching, and turning.

### **General Responsibilities:**

1. Ability to communicate clearly and concisely in English and Spanish, both oral and written.
2. Ability to read and interpret documents in English and Spanish.

3. Ability to communicate effectively in one-on-one and small group situations to parents, students, and other employees of the district.
4. Ability to solve practical problems and deal with a variety of concrete variables.
5. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
6. Ability to work in a friendly manner and to develop working relationships with all students, staff, and the school community.
7. Ability to perform all duties in accordance with all District requirements, Board of Education policies, and applicable laws.
8. Ability to screen visitors and telephone calls, directing them to the appropriate person/department.
9. Ability to compose, type, and copy correspondence, reports, bulletins, records, and other materials.
10. Ability to obtain, gather, and organize pertinent data as needed.
11. Ability to assist with enrollment.
12. Ability to keep current on new information, innovative ideas, and techniques.
13. Ability to keep student and personnel information and records confidential.

**Term of Employment:** 1 year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

## **Transportation/Facilities Support Specialist Job Description**

<b>Purpose:</b>	The Support Specialist position is shared between Transportation and Facilities. This position drives district vehicles and assists with custodial duties. To accomplish these tasks, the Support Specialist works closely with Transportation and Facilities Supervisors
<b>Responsible to:</b>	Transportation and Facilities Supervisors
<b>Payment Rate:</b>	Pay will associate with transportation or custodial work accordingly (clicking into each job separately).

### **Qualifications:**

- 1.) High school diploma or equivalent.
- 2.) Health and Inoculation Certificate on file in the Central Office (after employment offer is made.)
- 3.) Complete state-required physical examination for Bus Drivers and maintain a current DOT Physical. (after employment offer is made.)
- 4.) Valid CDL license with required endorsements.
- 5.) Meet all State requirements for Bus Drivers, including: Behind the Wheel Training, Defensive Driving, CPR, and First Aid Certification.
- 6.) At least one-year experience driving a motor vehicle (which may be a privately owned automobile.)
- 7.) Basic knowledge in the areas of electrical, maintenance and carpentry.
- 8.) Desire to continue career improvement by enhanced skills and job performance.

### **Physical Requirements/Environmental Conditions:**

- 1.) Requires prolonged sitting.
- 2.) Requires turning, reaching, stooping, kneeling, bending, crawling, bending, climbing, and balancing.
- 3.) Manually move, lift, carry, pull or push heavy objects/materials up to 60 pounds.
- 4.) Work indoors and outdoors year-round in a variety of extreme temperatures.
- 5.) Work in and around dust, fumes and odors.
- 6.) Work in noisy, crowded, stressful environments, with numerous interruptions.
- 7.) Requires driving skills, including ability to safely operate a vehicle at night.
- 8.) Communication: Requires the ability to talk and hear. Assist with Transportation and Facilities & Grounds Management operations when necessary. Must monitor and be easily accessible by radio and or pager/cell phone during normal operations.
- 9.) Have appropriate dress and grooming (including the wearing of safety aides and appropriate PPE).

**Essential Functions:**

- 1.) Ensure your actions follow the districts, policy, procedures, guidelines, vision and mission.
- 2.) Provide a safe, clean, attractive environment to ensure full and productive use of district facilities and property.
- 3.) Follow schedules, written and oral instructions and prioritize work performance accordingly.
- 4.) Attend all required safety meetings for both Transportation and Facilities.
- 5.) Submit to random UA and BA tests.
- 6.) Work independently without supervision.
- 7.) React to changes and frequent interruptions in a productive and positive manner, and handle other tasks, while meeting deadlines, as assigned.
- 8.) Communicate and work effectively and cooperatively with members of the school district and community.
- 9.) Operate all equipment, machinery and vehicles as required.
- 10.) Know and understand chemical hazards.
- 11.) Perform duties, including but not limited to snow removal, maintenance, repairs, and minor construction.

**General Responsibilities:**

- 1.) Observe and report safety violations; actively participate in emergency situations.
- 2.) Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
- 3.) Perform other tasks and assume other responsibilities as directed by the administrative staff, and supervisors.
- 4.) Operate all equipment and machinery appropriately according to safety, and general operating guidelines.
- 5.) Respond to information requests in a cooperative, courteous, and timely manner.
- 6.) Follow all District health and safety policies, including the Bloodborne Pathogens Exposure Control Plan.
- 7.) Perform hospitality tasks including but not limited to facility requests, deliver/distribute supplies, furniture.
- 8.) Keep current on new Facilities and Grounds information, innovative ideas and techniques.

**Term of Employment:** 12 months, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
4/20/21

## **Parent as Teacher Coordinator Job Description**

**Purpose:** The Parent as Teacher provides the pilot PAT program to District parents of children birth to 36 months of age.

**Responsible to:** Director of Special Services

**Payment rate:** Salary and benefits as established by the Board of Education.

### **Qualifications:**

1. Bachelor's Degree in early childhood, social work, pediatric nursing, early childhood special education, occupational therapy, speech pathology, vocational home economics, or physical therapy and two (2) years of successful experience in a program working with young children and their parents.
2. Experience working with parents and their young children.
3. Ability to communicate with parents, children, school personnel, community and civic organizations, and other professionals.
4. Successful completion of the PAT Institute (presented by Parents as Teachers National Center).
5. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ensure all activities conform to District guidelines.
2. Maintains all PAT records, develops system of PAT recordkeeping, and review parent educator records.
3. Attends appropriate PAT regional and/or coordinator meetings.
4. Assist in recruiting, interviewing, evaluating, and recommendation of parent educator staff.
5. Promotes the district's PAT program through media, presentations, and district publications.

6. Assists in recruiting expectant parents, including teenage parents, and parents of infants and preschool-age children.
7. Oversees the parent educator professional development program.
8. Maintains a caseload to maintain certification, as required.
9. Maintain confidentiality on all school-related matters.
10. Manage the daily operations of the PAT program, ensuring compliance with PAT standards and funding source guidelines.
11. Communicate and work effectively and cooperatively with members of the school district and community.
12. Coordinate services with other community programs with similar purposes.
13. Work to implement the vision and mission of the District.
14. Be courteous and professional at all times.
15. Work independently and without supervision, and complete work in an efficient manner.
16. Perform all other duties as dictated by law and/or assigned by a supervisor/Administration.

**Physical Requirements/Environmental Conditions:**

1. Occasional stooping, lifting, bending, kneeling, turning, and reaching.
2. Requires some travel in personal vehicle or District vehicle.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Implement the curriculum provided by the National Parents as Teachers Center.
2. Provide an end-of-year report; a report indicating information about families and children served; respond to a parent satisfaction survey; and provide such other reports and program information as the State Board shall determine.
3. Conduct child developmental screening including, but not limited to, vision, hearing, the understanding and use of language, motor development and hand-eye coordination, and

health and physical development, using standardized instruments which are comprehensive, non-discriminatory, and age-appropriate.

4. Serve parents of children ages birth to three years of age.
5. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
6. Perform each essential duty satisfactorily.
7. Perform other duties and assume other responsibilities as assigned by the Parents as Teachers Coordinator or Administrative Staff.

**Term of Employment:** Annually

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

5/19/15

## **Parent as Teacher Job Description**

**Purpose:** The Parent as Teacher provides the pilot PAT program to District parents of children birth to 36 months of age.

**Responsible to:** Director of Special Services

**Payment rate:** Salary and benefits as established by the Board of Education.

### **Qualifications:**

1. Bachelor's Degree in early childhood, social work, pediatric nursing, early childhood special education, occupational therapy, speech pathology, vocational home economics, or physical therapy and two (2) years of successful experience in a program working with young children and their parents.
2. Experience working with parents and their young children.
3. Ability to communicate with parents, children, school personnel, community and civic organizations, and other professionals.
4. Successful completion of the PAT Institute (presented by Parents as Teachers National Center).
5. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to ensure all activities conform to District guidelines.
2. Ability to communicate and work effectively and cooperatively with members of the school district and community.
3. Ability to coordinate services with other community programs with similar purposes.
4. Ability to work to implement the vision and mission of the District.
5. Ability to work with technology/computer systems.
6. Ability to model commitment and dedication to work.

7. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Occasional stooping, lifting, bending, kneeling, turning, and reaching.
2. Requires some travel in personal vehicle or District vehicle.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to facilitate the Parents as Teachers program by being trained and certified through the National Parents as Teachers Center, and participating professional development as required by the Center (20 hours first year, 15 hours second year, 10 hours each year thereafter).
2. Ability to implement the curriculum provided by the National Parents as Teachers Center.
3. Ability to serve at least 30 families.
4. Ability to meet at least twelve (12) face-to-face contacts per year with each parent/family group involved in the program, including:
  - a) a minimum of twelve home visits per year to each parent/family group involved in the program, and
  - b) a minimum of twelve parent group meetings per year.
5. Ability to provide an end-of-year report; a report indicating information about families and children served; respond to a parent satisfaction survey; and provide such other reports and program information as the State Board shall determine.
6. Ability to conduct child developmental screening including, but not limited to, vision, hearing, the understanding and use of language, motor development and hand-eye coordination, and health and physical development, using standardized instruments which are comprehensive, non-discriminatory, and age-appropriate.
7. Ability to serve parents of children ages birth to three years of age.

8. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Ability to perform other duties and assume other responsibilities as assigned by the Parents as Teachers Coordinator or Administrative Staff.

**Term of Employment:**                   Annually

**Evaluation:**                           Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

9/20/11

Revised:

2/7/12

## **SPED Paraeducator Job Description**

**Purpose:** The SPED Paraeducator assists the Instructor in creating a positive learning environment to facilitate the personal, social, and intellectual development of students. To accomplish these tasks, the SPED Paraeducator works closely with the staff, administration, and parents of the school district.

**Responsible to:** Principal

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. Must have at least 48 college credit hours, obtained an associate's (or higher) degree, or passed the Para Praxis Test.
2. Adequate employment rating, including interview, references, and previous experience with children.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
5. Additional qualifications as the Board of Education may determine appropriate.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to assist in facilitating the personal, social, and intellectual development of students.
2. Ability to assist in establishing a positive learning environment, and respond to the individual educational needs of students.
3. Ability to ensure all activities conform to Federal, State, and District guidelines.
4. Ability to communicate and work effectively and cooperatively with members of the school district and community.

5. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
6. Ability to operate all classroom equipment appropriately.
7. Ability to approach each task as a challenge to be met successfully.
8. Ability to suggest best practices to meet the needs of identified students with staff and administration.
9. Ability to work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires standing, stooping, bending, kneeling, reaching, and turning.
3. Requires some travel.
4. Must occasionally work in noisy and crowded environments with numerous interruptions.
5. Ability to effectively and safely restrain a special student as necessary.
6. Demonstrate good personal hygiene.
7. Ability to be flexible regarding scheduling, working conditions, and locations.
8. Must possess good judgment.

**General Responsibilities:**

1. Ability to make student learning fun and interesting.
2. Ability to motivate students through effective communication and feedback.
3. Ability to treat each child with respect and firmness, and be responsive to individual educational needs.
4. Ability to work with individual students and/or small groups of students in teacher-planned instructional activities.

5. Ability to guide a student's independent study as assigned by teacher, including remedial instruction.
6. Ability to assist with the preparation, care, and use of instructional materials and equipment.
7. Ability to assist with maintaining desirable student behavior and classroom management.
8. Ability to assist with supervision of students during the teacher's temporary absence, i.e., IEP meetings or emergencies.
9. Ability to assist with checking and/or scoring of objective assignments/tests, recording grades, and/or keeping appropriate student observation records.
10. Ability to participate in IEP meetings upon parent and/or teacher request.
11. Ability to assist with teacher-planned activities needed for completion of student's IEP goals and objectives, and monitor progress when requested by teacher.
12. Ability to supervise and maintain a safe and orderly environment in the lunchroom, playground, and extracurricular trips, and when moving students from place to place, such as bus and restroom.
13. Ability to assist occasionally with clerical duties required for success of special education students.
14. Ability to assist students with personal tasks, i.e., eating, walking, toileting, wheelchair, special equipment, and hygiene needs, when applicable.
15. Ability to participate in monthly staff development opportunities related to meeting the educational needs of special education students.
16. Ability to set high expectations for student achievement and behavior.
17. Ability to demonstrate effective interpersonal relationships with others.
18. Ability to attend staffing and general staff meetings when possible.
19. Ability to work effectively with students, teachers, parents, community agencies, and other groups.

20. Ability to keep student information and records confidential.
21. Ability to immediately report accidents, assaults, destruction of property, and abusive behavior to the Instructor and Principal.
22. Ability to keep current on new information, innovative ideas and techniques by attending staff development activities and participating in professional growth opportunities.
23. Ability to observe and follow all school district policies at all times.
24. Ability to respond to information requests in a cooperative, courteous, and timely manner.
25. Ability to implement and follow all required program guidelines as defined by the Kansas Plan for Special Education and Turner Special Education Procedural Manual.
26. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
27. Ability to perform other duties and assume other responsibilities assigned by the Teacher, Principal, or Supervisor of Special Services

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

Revised:

3/1/05

Revised:

2/7/12

## **Supervisor of Security Job Description**

**Purpose:** The Supervisor of Security ensures the safety and security in all of the schools and areas around the schools. To accomplish these tasks, the Supervisor of Security must work closely with the students, staff and administration of the District.

**Responsible to:** Assistant Superintendent of Administrative Services

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to ensure public safety and security in all schools and areas around the schools.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
5. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Occasionally requires stooping, kneeling, crawling, bending, turning, and reaching.
2. Must work indoors and outdoors year round.

3. Must occasionally work in noisy and crowded environments, with numerous interruptions.
4. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to inform students and others of District and school policies.
2. Ability to observe and follow all school district policies at all times.
3. Ability to schedule and provide training activities for SRA's.
4. Ability to fill in for SRA's who are unable to perform their assigned duty.
5. Ability to enforce the truancy policy throughout the District.
6. Ability to assign all security for all off-duty events on District property.
7. Ability to perform residence checks when needed.
8. Ability to deter criminal conduct by being highly visible.
9. Ability to advise students on responsibilities and procedures concerning criminal matters and school policy.
10. Ability to gather information regarding potential problems, such as criminal activity, gang activity, and student unrest, and identify particular individuals who may be a disruptive influence to the school and/or students.
11. Ability to develop a working relationship with law enforcement agencies and their personnel.
12. Ability to assist law enforcement officers in responding to criminal activities that occur on school property.
13. Ability to rotate among Turner schools to provide security support as needed, and to assist SRA team members.
14. Ability to respond to information requests in a cooperative, courteous, and timely manner.
15. Ability to keep student and personnel information and records confidential.

16. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Ability to perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Administrative Services.

**Term of Employment:** Academic year as calendared plus other days as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**

8/10/10

### **Short Term Suspension Coordinator Job Description**

**Purpose:** The Short Term Suspension Coordinator will administer Turner's involvement in the "Short Term Suspension" grant, which operates the Short Term Suspension program.

**Responsible To:** Turner Middle School Administrators, with input from Emily Burns, STS County-Wide Program Specialist and Kelli Mather, Director of Prevention Services, Kansas City, Kansas Public Schools.

**Payment Rate:** \$14.00/ hr.

#### **Qualifications:**

1. Must have at least 48 college credit hours, obtained an associate's (or higher) degree, or passed the Para Praxis Test.
2. Ability to use computers.
3. Manage paperwork and keep records timely and accurately.
4. Organize, plan and administer a variety of activities.
5. Supervise, manage, motivate, and instruct 7<sup>th</sup> and 8<sup>th</sup> grade students.
6. Work creatively to initiate a new program.

#### **Essential Functions:**

1. Ability to communicate and work effectively and cooperatively to members of the school district and community.
2. Ability to work effectively with short term suspension students and their families.
3. Ability to possess energy and enthusiasm toward creating an effective program that meets the parameters of the grant.
4. Ability to develop an educational program for students in the Short Term Suspension program and their parents.

**Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded conditions, with numerous interruptions.
2. Ability to meet deadlines under stressful conditions.

**General Responsibilities:**

1. Ability to work cooperatively with grant administrators and other staff.
2. Ability to accurately and timely complete all paperwork associated with the District's involvement in the Short Term Suspension Program.
3. Ability to file grant reports, as required.
4. Ability to observe and follow all school district policies at all times.
5. Ability to respond to information requests in a cooperative, courteous, and timely manner.
6. Ability to keep student and personnel information and records confidential.
7. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
8. Ability to perform other tasks and assume other responsibilities as directed by the Executive Director of Business & Classified Personnel or other Administrators as needed.

**Term of Employment:** Work 40 hours per week. If grant is renewed for next fiscal year, the term of employment will be extended.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

## **Student Resource Assistant (SRA) Job Description**

**Purpose:** The Student Resource Assistant (SRA) ensures the safety and security in all of the schools and areas around the schools. To accomplish these tasks, the Student Resource Assistant (SRA) must work closely with the staff and administration of the District.

**Responsible to:** Principal, Lead SRA, and Director of Human Resources

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to ensure public safety and security in all schools and areas around the schools.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and meeting deadlines as assigned.
5. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Occasionally requires stooping, kneeling, crawling, bending, turning, and reaching.
2. Must work indoors and outdoors year round.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions.
4. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to patrol high school parking areas and driveways.
2. Ability to report unauthorized vehicles or persons to the Administrative staff and Lead SRA.
3. Ability to report traffic violations to the Administrative staff or Lead SRA and/or to Police Department.
4. Ability to inform students and others of District and school policies.
5. Ability to report any suspicious activity and/or behavior to the Administrative staff and/or to the Lead SRA.
6. Ability to advise students of responsibilities and procedures concerning criminal matters and school policy.
7. Ability to deter criminal conduct by being highly visible.
8. Ability to gather information regarding potential problems, such as criminal activity, gang activity, and student unrest, and identify particular individuals who may be a disruptive influence to the school and/or students.
9. Ability to observe and follow all school district policies at all times.
10. Ability to respond to information requests in a cooperative, courteous, and timely manner.
11. Ability to keep student and personnel information and records confidential.
12. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
13. Ability to perform other tasks and assume other responsibilities as directed by the Principal, Lead SRA and/or Director of Human Resources.

**Term of Employment:** Academic year as calendared plus other days as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Truancy Diversion Program Coordinator Job Description**

**Purpose:** The Truancy Diversion Program Coordinator will administer Turner's Truancy Diversion program. The Coordinator will be a liaison between the District and juvenile justice officials with the District Attorney's Office. The Coordinator will manage all associated paperwork, arrange for educational facilitators, connect families with needed community resources and provide for follow-up monitoring of students participating in the truancy program.

**Responsible To:** Assistant Superintendent of Student Services and Dean of Students

**Payment Rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Associate's degree or above in a field related to social work, public administration, law, or education; Bachelor's Degree preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made.)
3. Experience in using various computer software applications, specifically filtering data, as well as various office machines and telecommunications equipment.

### **Essential Functions:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Work effectively with truant students and their families.
3. Possess energy and enthusiasm toward creating an effective program that reduces non-attendance.
4. Provide leadership necessary to organize and implement educational presenters for the Truancy Diversion Program.
5. Develop an educational program for students in the Truancy Diversion Program and their parents.
6. Identify and coordinate monitors to provide follow-up with students as they progress through the Diversion Program.
7. Connect families struggling with attendance with appropriate school and community resources.
8. Manage case files and keep records timely and accurately.
9. Organize, plan, and administer a variety of activities.
10. Learn about the juvenile justice system, truancy laws, school district policies and attendance programs.
11. Work creatively to initiate a new program.

**Physical Requirements/Environmental Conditions:**

1. Work in noisy and crowded conditions with numerous interruptions.
2. Meet deadlines under stressful conditions.
3. Requires occasional stooping, bending, kneeling, reaching, and turning.
4. Requires prolonged sitting or standing and use of equipment including repetitive motions and computer eye fatigue.

**General Responsibilities:**

1. Work cooperatively with school administrators and other staff to administer the Truancy Diversion Program and promote student attendance.
2. Develop a training program for students in the Truancy Diversion Program and their parents.
3. Accurately and timely complete all paperwork associated with the District Attorney's office.
4. Organize monitoring of students in the Truancy Diversion Program.
5. Ensure a continuous program of identification, training and monitoring of truant students.
6. Always observe and follow all school district policies.
7. Respond to information requests in a cooperative, courteous, and timely manner.
8. Ability to keep student and personnel information and records confidential.
9. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Perform other tasks and assume other responsibilities as directed by supervisor or other administrators as needed.

**Term of Employment:** 11 months as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

11/2/21

**Computer Network Analyst**

**Purpose:** To administer the network within the District and ensure it is maintained and operating at the optimal level for the educational needs of the students and the staff of the school district. To accomplish these tasks, the Computer Network Analyst works closely with the staff and administration of the District.

**Responsible to:** Supervisor of Technology

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. Associate Degree or equivalent with emphasis in computer technology preferred. Five years of directly related work experience required.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Knowledge of Windows Server Environments.
4. Build and configure Windows Infrastructure.
5. Use the English language correctly and effectively (written and verbal). Demonstrated ability to communicate technical issues with nontechnical persons.
6. Communicate ideas and plans for network implementation and maintenance.
7. Experience and training in Windows Systems in the network environment. CNE and/or MSNE desired.
8. Knowledge of VOIP and the software and infrastructure that supports it.
9. Knowledge of Apple administration including initial configuration
10. Knowledge of network integrity to include virus protection and copyright compliance.
11. Needs knowledge of TCP/IP Network protocol.
12. Do CAT 5/6 cabling.
13. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Lead networking projects to meet board approved deadlines.
2. Plan and design networks to meet the stated needs of the school district.
3. Proactive in the repair, maintenance and upgrade of existing networks as required.
4. Set up and configure, maintain and upgrade new and existing devices as needed.
5. Install and maintain software in networks and on individual devices.
6. Maintain inventory of networks, hardware and software on the networks.
7. Communicate and work effectively and cooperatively with members of the school district, community, and department.
8. Implement the vision and mission of the District.
9. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Occasional stooping, bending, and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Observe and follow all school district policies at all times.
3. Keep current on technology and receive appropriate training to administer computer systems and audiovisual equipment.
4. Respond to information requests in a cooperative, courteous, and timely manner.
5. Keep student and personnel information and records confidential.
6. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other duties and assume other responsibilities as assigned by the Supervisor of Technology or Administrative Staff.

**Term of Employment:** 12-month year, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

6/18/19

## **Computer Network Specialist Job Description**

**Purpose:** To administer the network within the District and ensure it is maintained and operating at the optimal level for the educational needs of the students and the staff of the school district. To accomplish these tasks, the Computer Network Specialist works closely with the staff and administration of the District.

**Responsible to:** Supervisor of Instructional Technology

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. Bachelor's Degree or equivalent with emphasis in computer technology preferred. Five (5) years of directly related work experience required.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Knowledge of DHCP server implementation.
4. Ability to share acquired knowledge effectively with co-workers.
5. Team player who understands goals and responsibilities and help others meet and exceed these goals.
6. Ability to use the English language correctly and effectively (written and verbal). Demonstrated ability to communicate technical issues with nontechnical persons.
7. Ability to communicate ideas and plans for network implementation and maintenance.
8. Experience and training in Novell and Windows NT network environment. CNE and/or MSNE desired.
9. Experience and training in Macintosh networks highly desirable.
10. Familiar with IBM AS400 network environment.
11. Experience and training in Peer to Peer networks.

12. Knowledge of network integrity to include virus protection and copyright compliance.
13. Needs knowledge of TCP/IP Network protocol.
14. Ability to do CAT 5 cabling.
15. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to lead networking projects to meet board approved deadlines.
2. Ability to plan and design networks to meet the stated needs of the school district.
3. Ability to be proactive in the repair, maintenance and upgrade of existing networks as required.
4. Ability to set up and configure, maintain and upgrade new and existing computers as needed.
5. Ability to install and maintain software in networks and individual computers.
6. Ability to maintain inventory of networks, hardware and software on the networks.
7. Ability to troubleshoot and install multiple networking software.
8. Ability to communicate and work effectively and cooperatively with members of the school district, community, and department.
9. Ability to work to implement the vision and mission of the District.
10. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Occasional stooping, bending, and reaching.

3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Ability to run cables through ceilings and walls while using ladders.
5. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to observe and follow all school district policies at all times.
2. Ability to keep current on technology and receive appropriate training to administer computer systems and audiovisual equipment.
3. Ability to respond to information requests in a cooperative, courteous, and timely manner.
4. Ability to keep student and personnel information and records confidential.
5. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
6. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Educational Technology or Administrative Staff.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Computer Network Technician**

**Purpose:** To ensure the networks within the district are maintained and operating at the optimal level for the educational needs of the students and the staff of the school district. To accomplish these tasks, the Computer Network Technician works closely with the staff and administration of the District.

**Responsible to:** Supervisor of Technology

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent. Associate degree with emphasis in computer technology preferred. Two years of directly related work experience required.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Excellent command of English language (written and verbal). Demonstrated ability to communicate technical issues with non-technical persons.
4. Experience and training in Windows Server, Windows Active Directory, Office 365, and network environments. Certifications desired.
5. Experience and training in network topology and switching is desirable.
6. Experience with network analyzation and filtering.
7. Knowledge of network integrity to include virus protection, backup strategies and copyright compliance.
8. Needs knowledge of TCP/IP Network protocol.
9. Ability to do CAT 5/6 cabling.
10. Desire to continue career improvement by enhancing skills and job performance.
11. Knowledge of Apple administration including initial configuration.
12. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Plan and design networks to meet the stated needs of the school district.
2. Ability to be proactive in the repair, maintenance and upgrade of existing networks as required.
3. Set up and configure, maintain and upgrade new and existing devices as needed.
4. Install and maintain software in networks and individual devices.
5. Maintain inventory of networks, hardware and software.
6. Work to implement the vision and mission of the District.
7. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Occasional stooping, bending, and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Observe and follow all school district policies at all times.
3. Stay current on new technology and receive appropriate training to administer computer systems.

4. Respond to information requests in a cooperative, courteous, and timely manner.
5. Keep student and personnel information and records confidential.
6. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other duties and assume other responsibilities as assigned by the Supervisor of Technology or Administrative Staff.

**Term of Employment:** 12-month year, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

6/18/19

**Level I Technology Support Technician**

**Purpose:** To ensure that district hardware and software are maintained and operating at the optimal level for the educational needs of the students and staff of the Turner Unified School District. To accomplish these tasks, the Level I Technician will work closely with the staff and administration of the District.

**Responsible to:** Supervisor of Technology

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent. Associate degree with emphasis in computer technology preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Excellent command of the English language (written and verbal). Must demonstrate the ability to communicate technical issues with non-technical persons.
4. Experience with Windows Operating Systems as well as Office 365. Must have the ability to perform basic PC repair.
5. Knowledge of Apple administration including initial configuration.
6. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to be proactive in the repair, maintenance and upgrade of district devices.
2. Set up and configure, maintain and upgrade new and existing devices as needed.
3. Install and maintain software in networks and individual devices.
4. Ability to work closely with Network Administrator to troubleshoot and upgrade as necessary.
5. Implement the vision and mission of the District.
6. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Orient and instruct staff and students on the use of technology in the classroom.
8. Install and configure peripherals as needed to support the technology needs of the

district's Technology Rich Classroom

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials over 50 pounds.
2. Occasional stooping, bending, and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Observe and follow all school district policies at all times.
3. Stay current on new technology and receive appropriate training to administer computer systems.
4. Respond to information requests in a cooperative, courteous, and timely manner.
5. Keep student and personnel information and records confidential.
6. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other duties and assume other responsibilities as assigned by the Supervisor of Technology or Administrative Staff.

**Term of Employment:** 12-month year, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

7/6/10

**Revised:**

6/18/19

**Level II Technology Support Technician**

**Purpose:** To ensure that district hardware and software are maintained and operating at the optimal level for the educational needs of the students and staff of the Turner Unified School District. To accomplish these tasks, the Level II Technician will work closely with the staff and administration of the District.

**Responsible to:** Supervisor of Technology

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent. Associate degree with emphasis in computer technology preferred. Two years of directly related work experience required.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Excellent command of the English language (written and verbal). Must demonstrate the ability to communicate technical issues with non-technical persons.
4. Experience with Windows Operating Systems as well as Office 365. Candidate must have the ability to perform basic PC repair.
5. Ability to do basic network troubleshooting at the unmanaged switch level.
6. Knowledge of Apple administration including initial configuration.
7. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Ability to be proactive in the repair, maintenance and upgrade district devices.
2. Set up and configure, maintain and upgrade new and existing devices as needed.
3. Install and maintain software in networks and individual devices.
4. Work closely with Network Administrator to troubleshoot and upgrade as necessary.
5. Implement the vision and mission of the District.
6. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Orient and instruct staff and students on the use of technology in the classroom.
8. Install and configure peripherals as needed to support the technology needs of the

district's Technology Rich Classroom.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials over 50 pounds.
2. Occasional stooping, bending, and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
5. Occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Observe and follow all school district policies at all times.
3. Stay current on new technology and receive appropriate training to administer computer systems.
4. Respond to information requests in a cooperative, courteous, and timely manner.
5. Keep student and personnel information and records confidential.
6. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other duties and assume other responsibilities as assigned by the Supervisor of Technology or Administrative Staff.

**Term of Employment:** 12-month year, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

7/6/10

**Revised:**

6/18/19

### Level III Technology Support Technician

**Purpose:** To ensure that hardware and software within the district are maintained and operating at the optimal level for the educational needs of the students and staff of the Turner Unified School District. To accomplish these tasks, the Level III Technician will work closely with the staff and administration of the District.

**Responsible to:** Supervisor of Technology

**Payment rate:** Salary and benefits as established by the Board of Education

#### **Qualifications:**

1. High school diploma or equivalent. Associate Degree with emphasis in computer technology preferred. Three years of directly related work experience required.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Excellent command of English language (written and verbal). The Level III Technician must demonstrate the ability to effectively communicate technical issues with non-technical persons while delivering a high-level of customer service.
4. Experience and training in the latest Windows Operating Systems, Office 365, and other mainstream productivity software packages.
5. Troubleshoot and repair district hardware.
6. Install and configure Microsoft Server operating systems.
7. Experience with Enterprise level Microsoft products to include: Microsoft Server, Office 365 and Active Directory.
8. Perform network troubleshooting as well as configure and maintain switches.
9. Knowledge of Apple administration including initial configuration.
10. Desire to continue career improvement by enhancing skills and job performance.

#### **Essential Functions:**

1. Ability to be proactive in the repair, maintenance and upgrade of district hardware and software.
2. Set up, configure, maintain and upgrade new and existing devices as needed.
3. Install and maintain software in networks and individual devices.

4. Work closely with the Network Administrator to troubleshoot and upgrade as necessary.
5. Implement the Vision and Mission of the District.
6. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
7. Orient and instruct staff and students on the use of technology in the classroom.
8. Install and configure peripherals as needed to support the technology needs of the district's Technology Rich Classroom.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials over 50 pounds.
2. Occasional stooping, bending and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
5. Must occasionally work in noisy, crowded, stressful environments, with numerous interruptions.

**General Responsibilities:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Observe and follow all school district policies at all times.
3. Stay current on new technology and receive appropriate training to administer computer systems.
4. Respond to information requests in a cooperative, courteous, and timely manner.
5. Keep student and personnel information and records confidential.
6. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other duties and assume other responsibilities as assigned by the Supervisor of Technology or Administrative Staff.

**Term of Employment:** 12-month year, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

6/18/19

## Computer Network Administrator

**Purpose:** To ensure the networks within the district are maintained and operating at the optimal level for the educational needs of the students and the staff of the school district. To accomplish these tasks, the Computer Network Administrator works closely with the staff and administration of the District.

**Responsible to:** Supervisor of Technology

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent. Associate Degree with emphasis in computer technology preferred. Five years of directly related work experience required.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Excellent command of English language (written and verbal). Demonstrated ability to communicate technical issues with non-technical persons.
4. Experience and training in the latest Windows Server Software, Windows Active Directory, Exchange Server, and network environments. Current MCSA, MCITP or MCSE desired.
5. Experience and training in network topology and switching are desirable.
6. Experience with network analyzing and filtering.
7. Knowledge of network integrity to include virus protection, backup strategies and copyright compliance.
8. Knowledge of TCP/IP Network protocol including VLAN management and trunking, DNS, DHCP.
9. Ability to do network cabling.
10. Desire to continue career improvement by enhancing skills and job performance.
11. Knowledge of SAN/NAS administration including initial configuration.
12. Knowledge of firewall administration and configuration.
13. Knowledge of EMC's VMware ESX and Virtual Center.

14. Knowledge of configuration and administration of Wifi networks.
15. Knowledge of network security as it applies to all facets of the district's network.
16. Knowledge of Apple administration including initial configuration.

**Essential Functions:**

1. Plan and design networks to meet the stated needs of the school district.
2. Be proactive in the repair, maintenance and upgrade of existing networks as required.
3. Set up and configure, maintain and upgrade new and existing devices as needed.
4. Install and maintain software in networks and individual devices.
5. Maintain inventory of network hardware and software.
6. Implement the vision and mission of the District.
7. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Occasional stooping, bending, and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. Observe and follow all school district policies at all times.

3. Stay current on new technology and receive appropriate training to administer computer systems.
4. Respond to information requests in a cooperative, courteous, and timely manner.
5. Keep student and personnel information and records confidential.
6. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Perform other duties and assume other responsibilities as assigned by the Supervisor of Technology or Administrative Staff.

**Term of Employment:** 12-month year, July 1 through June 30.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

12/21/99

**Revised:**

7/16/19

## **Technology Projects Manager Job Description**

**Purpose:** The Technology Projects Manager ensures that technology projects within the district are initiated, planned and deployed at the optimal level for the educational needs of the students and staff of the school district. To accomplish these tasks, the Technology Projects Manager will work closely with the staff and administration of the District.

**Responsible to:** Supervisor of Technology

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Bachelor Degree preferred or two (2) or more years of work experience with computers and technology.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Excellent command of English language (written and verbal). Demonstrated ability to communicate technical issues with non-technical persons.
4. Experience and training in the planning and deployment of technology projects.
5. Knowledge of network integrity to include data protection and copyright compliance.
6. Basic computer networking knowledge.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to plan and design technology projects to meet the stated needs of the school district.
2. Ability to be reactive in the development of technology projects.

3. Ability to deploy, configure, maintain, and upgrade new and existing computers.
4. Ability to install and maintain software in networks and individual computers.
5. Ability to maintain inventories of networks, hardware, and software over a network.
6. Ability to work to implement the vision and mission of the District.
7. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Occasional stooping, bending, and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Ability to run cables through ceilings and walls while using ladders.
5. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to communicate and work effectively and cooperatively with members of the school district and community.
2. Ability to observe and follow all school district policies at all times.
3. Ability to keep current on new technology and receive appropriate training to administer computer systems.
4. Ability to respond to information and project requests in a cooperative, courteous, and timely manner.

5. Ability to keep student and personnel information and records confidential.
6. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
7. Ability to perform other duties and assume other responsibilities as assigned by the Supervisor of Technology or Administrative Staff.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.

**Approved:**

6/19/01

## **Data Systems Coordinator Job Description**

**Purpose:** The Data Systems Coordinator provides teacher, administrator, and clerical staff instruction and support in the use of student management software and supervision of student data collection and submission. To accomplish these tasks, the Data Systems Coordinator will work closely with classroom teachers and administration of the District.

**Responsible to:** Assistant Superintendent of Student Services

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Associate Degree with emphasis in computer technology preferred and five (5) years of directly related work experience preferred.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Excellent command of English language (written and verbal). Demonstrated ability to communicate technical issues with non-technical persons.
4. Extensive working knowledge of key computer components and operations, various operating system platforms, network environments, the Internet.
5. Flexibility to continue career improvement through continued education.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to administer all student information systems student information systems for the District.
2. Ability to advise Cabinet regarding the operations of the student information systems and matters of student reporting.
3. Ability to compile data and create reports from a variety of sources for the purposes of complying with financial, legal and/ or administrative requirements prior to deadlines.
4. Ability to maintain/update student information systems for the purpose of ensuring the accuracy and completeness of data and/or reports.

5. Ability to orient and instruct staff in the effective use and integration of technology in their work.
6. Provide assistance in all areas of student information and develop attendance reports, grade reports, discipline reports, as well as registration and scheduling.
7. Ability to communicate and work effectively and cooperatively with all members of the school district and community as well as product representatives.
8. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
9. Ability to compose documents for district use.
10. Ability to respond in a timely manner to a variety of requests for reports from multiple departments.
11. Ability to troubleshoot operational and software problems, determine cause of error and apply corrective techniques.
12. Ability to ensure all activities conform to District guidelines.
13. Ability to work to implement the vision of the District.
14. Ability to import and export data from one management system to another.

**Physical Requirements/Environmental Conditions:**

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending and reaching.
3. Requires traveling to various locations within the District and occasionally to locations outside of the District.
4. Must be able to work in a student atmosphere.
5. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
6. Must be able to work independently without continuous supervision.
7. Must occasionally work in noisy, crowded, stressful environments, with numerous interruptions.

**General Responsibilities:**

1. Ability to provide staff development as requested by building principals and leadership councils in the use of student information systems and related systems.
2. Ability to provide troubleshooting and maintenance for the student information systems database.
3. Ability to educate and train staff individually and in group settings as requested. Assist building teams and administrators with data collection and interpretation using student information systems.
4. Ability to prepare reports and maintain detailed training and support logs.
5. Ability to observe and follow all school district policies at all times.
6. Ability to respond to information requests in a cooperative, courteous, and timely manner.
7. Ability to keep student and personnel information and records confidential.
8. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Ability to perform other tasks and assume other responsibilities as directed by supervisor or administrative staff.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education policy.

**Approved:**  
12/1/15

## **Supervisor of Technology Job Description**

**Purpose:** The Supervisor of Technology develops and maintains the district computer system, including acquisition and maintenance of hardware, development, monitoring and maintenance of the district network system, and supervision of technology staff. In order to accomplish this, the Supervisor of Technology must work closely with the staff and administration of the District.

**Responsible to:** Assistant Superintendent of Student Services

**Payment rate:** Salary and benefits to be established by the Board of Education

### **Qualifications:**

1. Appropriate education for the position, with certification as either a Network Administrator (CNA) or a Network Engineer (CNE) preferred.
2. Minimum of three years' experience as a network administrator, supervisory experience, and experience in the field of education preferred.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to promote the development of computer skills and positive attitudes towards computers in education.
2. Ability to develop and maintain an accurate inventory of district equipment.
3. Ability to develop an equipment rotation purchasing plan.
4. Ability to develop procedures for disposal of obsolete equipment.
5. Ability to ensure all activities comply with District guidelines.
6. Ability to communicate and work effectively and cooperatively with members of the school district and community.
7. Ability to operate all equipment appropriately as required.
8. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
9. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. May require some travel.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Requires prolonged sitting and standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

**General Responsibilities:**

1. Ability to design and install networks and network operating systems.
2. Ability to repair, maintain and troubleshoot computers, peripherals, networks, voice and data equipment.
3. Ability to install and maintain multimedia equipment and its applications.
4. Ability to lead long range planning for technology needs.
5. Ability to assist in maintenance of technology District wide.
6. Ability to disseminate information on computer-related events.
7. Ability to identify materials, supplies, and equipment needed for District-wide and building-level use.
8. Ability to assist with ordering needed supplies and equipment within the designated budgets.
9. Ability to devise and maintain such records and reports as are necessary to the successful execution of the job.
10. Ability to collect data and submit local, state, and federal reports and applications, such as e-rate applications, to the Assistant Superintendent of Student Services.
11. Ability to collect and prepare public information articles concerning technology programs for distribution to the community and media in coordination with building-level administrators.
12. Ability to process purchase orders within designated budget guidelines.
13. Ability to serve as consultant to administrators and teachers on acquisitions related to the technology system.

14. Ability to collaborate and participate in job-related meetings.
15. Ability to attend relevant professional meetings.
16. Ability to keep current and technically competent on educational innovations and trends in education/technology at the local, state, and national levels.
17. Ability to observe and follow all school district policies at all times.
18. Ability to respond to information requests in a cooperative, courteous, and timely manner.
19. Ability to establish and maintain all system Internet servers and services.
20. Ability to implement and maintain data warehousing and data backups.
21. Ability to develop and implement web-based application systems as necessary for the district.
22. Ability to analyze routine to complex programming problems and determine appropriate solutions.
23. Ability to collaborate in the writing of computer programs in one or more commonly used computer program languages.
24. Ability to implement and maintain mail servers.
25. Ability to keep student and personnel information and records confidential.
26. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
27. Ability to perform other tasks and assume other responsibilities as directed by the Assistant Superintendent of Student Services.

**Term of Employment:** 12 Months (251 Days)

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

## **Assistant Mechanic Job Description**

**Purpose:** The Assistant Mechanic maintains District cars and buses in top condition in order to prevent problems and interruptions of District educational programs. To perform these duties, the Assistant Mechanic must work closely with the staff and administration of the District.

**Responsible to:** Lead Mechanic or Transportation Supervisor

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Three years' experience in the mechanical field, preferably in bus mechanics.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Must hold a valid Class B, Kansas driver's license to drive a school bus.
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to maintain district cars and buses in top condition in order to prevent problems and interruptions of District educational programs.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment and machinery appropriately as necessary.
6. ***Support the value of an education.***
7. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

2. Ability to manually lift a maximum of 60 pounds.
3. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing and reaching.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to assist in the diagnosing and repairing of District vehicles (school buses, trucks, automobiles, etc.).
2. Ability to assist in an efficient and effective system of routine maintenance of all District vehicles and equipment.
3. Ability to assist in washing and servicing District school buses and vehicles including oil changes, grease jobs, and repairing seats.
4. Ability to perform maintenance on bus cameras, required rewinding, placement, etc.
5. Ability to observe and follow all school district policies at all time.
6. Ability to respond to information requests in a cooperative, courteous, and timely manner.
7. Ability to keep information and records confidential.
8. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Ability to perform other tasks and assume other responsibilities as assigned by the Head Mechanic or Director of Transportation.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Bus Aide Job Description**

**Purpose:** The Bus Aide assists in providing safe transportation to help students enjoy the complete educational program of the school district. To accomplish these tasks, the Bus Aide works closely with the staff and administration of the District.

**Responsible to:** Director of Transportation

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhanced skills and job performance.

### **Essential Functions:**

1. Ability to assist in providing safe transportation to help students enjoy the complete educational program of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
5. Ability to appropriately operate all equipment and machinery related to specific job duties.
6. Ability to work to implement the vision and mission of the school district.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting.
2. Requires physical exertion to manually move, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, bending, turning, reaching, climbing and balancing.

4. Extensive travel required.
5. Must work indoors and outdoors during the school year.
6. Must work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to assist bus drivers in supervising students.
2. Ability to maintain effective student discipline.
3. Ability to ensure students board and depart the bus orderly.
4. Ability to assist young or disabled students in boarding and departing the bus.
5. Ability to care for the needs of disabled students.
6. Ability to assist bus drivers and classroom teachers in resolving problems with students.
7. Observe and follow all district policies during all activities.
8. Keep current on new information, innovative ideas and techniques.
9. Ability to respond to information requests in a cooperative, courteous and timely manner.
10. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Ability to perform other duties and assume other responsibilities as assigned by the Transportation Director or other Administrative Staff.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Bus Assistant Job Description**

**Purpose:** The Bus Assistant assists in providing safe transportation to help students benefit to get to and from educational activities. To accomplish these tasks, the Bus Assistant works closely with the staff and administration of the District.

**Responsible to:** Director of Transportation

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Possess interest in working with special education children.
4. Possess ability to handle discipline problems consistently and fairly.
5. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to assist in providing safe transportation to help students participate or benefit from educational activities of the District.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment as required.
6. Ability to work to implement the vision and mission of the District.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.

2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, bending, turning, reaching, climbing and balancing.
4. Extensive travel required.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to ride the assigned bus morning and afternoon.
2. Ability to attend all inservice meetings as required.
3. Ability to maintain order and discipline on the bus.
4. Ability to assist students on and off the bus when necessary.
5. Ability to deal with emergency health situations when called upon by the driver.
6. Ability to observe and follow all school district policies at all times.
7. Ability to respond to information requests in a cooperative, courteous, and timely manner.
8. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogen Exposure Control Plan.
9. Ability to perform other duties and assume other responsibilities as assigned by the Director of Transportation.

**Term of Employment:** Academic year plus other days as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Bus Driver Job Description**

**Purpose:** The Bus Driver provides clean, safe, and reliable transportation to ensure students enjoy the full advantage of District programs and activities. To accomplish these tasks the Bus Driver must work closely with the staff and administration of the District.

**Responsible to:** Director of Transportation

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Complete state-required physical examination for Bus Drivers (after employment offer is made).
3. Valid CDL license with required endorsements.
4. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
5. At least one year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
6. Successfully complete behind-the-wheel training.
7. Desire to continue career improvement by enhanced skills and job performance.

**Essential Functions:**

1. Ability to provide clean, safe, and reliable transportation to ensure students benefit from District programs and activities.
2. Ability to ensure all activities conform to State school transportation guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and the community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.

5. Ability to operate all vehicles and equipment as necessary.
6. Ability to implement and follow the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting.
2. Requires turning, and reaching.
3. Requires driving skills, including ability to operate vehicle at night.
4. Must work indoors and outdoors during the school year.
5. Must work in noisy, crowded, stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to implement and follow all Kansas school transportation regulations.
2. Ability to implement all mandatory safety regulations for school buses.
3. Ability to maintain discipline when students are on the bus.
4. Ability to report those students who do not obey rules to the proper authority.
5. Ability to keep assigned bus clean.
6. Ability to keep to assigned schedule.
7. Ability to check bus before each operation for mechanical defects.
8. Ability to notify the proper authority in case of mechanical failure or lateness.
9. Ability to discharge students only at authorized stops.
10. Ability to exercise responsible leadership and good judgment when on out-of-District school trips.
11. Transport only authorized students.

12. Ability to report all accidents and complete required reports.
13. Ability to enforce regulations against smoking and eating on the bus.
14. Ability to observe and follow all school district policies at all times.
15. Ability to respond to information requests in a cooperative, courteous, and timely manner.
16. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Ability to perform other tasks and assume other responsibilities as directed by the Director of Transportation.

**Term of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Bus Route Specialist Job Description**

**Purpose:** The Bus Route Specialist performs district-based duties associated with creating, adjusting, and monitoring all school bus routes within the district. To accomplish these tasks the Bus Route Specialist must work closely with the Supervisor of Transportation, staff and administration of the District.

**Responsible to:** The Supervisor of Transportation

**Payment rate:** Salary and benefits established by the Board of Education

### **Qualifications:**

1. High School graduate required.
2. College experience preferred.
3. Prefer prior experience in a transportation system.
4. Valid CDL License with required endorsements
5. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
6. Complete state-required physical examination for Bus Drivers (after employment offer is made).

### **Essential Functions:**

1. Ability to create bus routes for all district students; adjust routes to meet new programs, capacity adjustments, new school programs, new schools sites, and redistricting.
2. Ability to monitor dispatch radio communications base unit; handles 25-30 buses simultaneously while they are on the road for emergencies and any other problems.
3. Ability to review route updates and discrepancies, fire department maps, street closures and other technical documents and adjust routes accordingly.
4. Ability to operate a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs.

5. Ability to handle calls from parents concerning student busing issues in a tactful and productive manner.
6. Ability to ensure adherence of policies and procedures; ensure student safety and effective response to all emergency situations; contact local law enforcement in the case of an emergency.
7. Ability to generate statistical information relating to the state audit report which directly affects state and federal funding.
8. Ability to work independently and without supervision, and complete work in an efficient manner.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Requires driving skills, including ability to operate vehicle at night.
6. May require lengthy and overnight travel.
7. Must work in noisy, crowded, stressful environments, with numerous interruptions.
8. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to establish district transportation routes, stops, and schedules, and assign regular and substitute drivers.
2. Ability to assist in hiring, assigning, and evaluating transportation employees.
3. Ability to communicate effectively orally and in writing.

4. Ability to give and follow written and verbal instructions.
5. Other duties as assigned by the Supervisor of Transportation.

**Terms of Employment:**                   Twelve-Month Contract

**Evaluation:**                           Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

## **Head Mechanic Job Description**

**Purpose:** The Head Mechanic maintains District cars and buses in top condition in order to prevent problems and interruptions of District educational programs. To perform these duties, the Head Mechanic must work closely with the staff and administration of the District.

**Responsible to:** Transportation Supervisor

**Supervises:** Assistant Mechanic

**Payment rate:** Salary and benefits as established by the Board of Education

### **Qualifications:**

1. Five years' experience in the mechanical field, preferably in bus mechanics.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Must hold a valid Class B, Kansas driver's license to drive a school bus.
4. Desire to continue career improvement by enhancing skills and job performance.

### **Essential Functions:**

1. Ability to maintain District cars and buses in top condition in order to prevent problems and interruptions of District educational programs.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all equipment and machinery safely and appropriately as necessary.
6. Support the value of an education.
7. Ability to work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Ability to manually lift a maximum of 60 pounds.
3. Requires stooping, kneeling, crawling, bending, turning, climbing, balancing, and reaching.
4. Must work indoors and outdoors year-round.
5. Must occasionally work in noisy environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to be responsible for the overall operation of the garage.
2. Ability to be responsible for diagnosing, assigning, and repairing of District automotive equipment.
3. Ability to establish an efficient and effective system of routine automotive maintenance and preventive care.
4. Ability to set up a system for the receipt and issuance of parts and supplies, and keeping records and inventories.
5. Ability to maintain a current inventory of supplies and equipment.
6. Ability to lay out, assign, and inspect the overhaul and repair of District automotive equipment.
7. Ability to promote high standards of safety and good housekeeping methods in all work-connected areas.
8. Ability to respond to information requests in a cooperative, courteous, and timely manner.
9. Ability to keep information and records confidential.

10. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Ability to perform other tasks and assume other responsibilities as assigned by the Director of Transportation.

**Term of Employment:** 12 month year, July 1 through June 30.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
12/21/99

## **Transportation Safety Facilitator/ Bus Driver Job Description**

**Purpose:** The Transportation Safety Facilitator will assist the Supervisor of Transportation with departmental trainings, communications, and other safety related issues. The Bus Driver provides clean, safe, and reliable transportation to ensure students enjoy the full advantage of District programs and activities. To accomplish these tasks the Bus Driver must work closely with the staff and administration of the District.

**Responsible to:** Supervisor of Transportation

**Payment rate:** Salary and benefits as established by the Board of Education

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Complete state-required physical examination for Bus Drivers (after employment offer is made).
3. Valid CDL license with required endorsements.
4. Meet all State requirements for Bus Drivers, including Defensive Driving, CPR, and First Aid Certification.
5. At least one year experience in driving some type of motor vehicle (which may be a private automobile), including experience throughout each of the four seasons.
6. Successfully complete behind-the-wheel training.
7. Desire to continue career improvement by enhanced skills and job performance.
8. Possess necessary background and experience in the transportation field, including bus driver trainer and defensive driving certification.
9. Possess the necessary technological skills needed to research best practices related to transportation safety and to communicate with various state officials and staff.

**Essential Functions:**

1. Ability to provide clean, safe, and reliable transportation to ensure students benefit from District programs and activities.
2. Ability to ensure all activities conform to State school transportation guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and the community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to operate all vehicles and equipment as necessary.
6. Ability to implement and follow the vision and mission of the District.
7. Ability to work effectively with the Supervisor of Transportation to identify, develop, and facilitate professional development to address driver training needs and implement/ follow transportation safety related policies.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting.
2. Requires turning, and reaching.
3. Requires driving skills, including ability to operate vehicle at night.
4. Must work indoors and outdoors during the school year.
5. Must work in noisy, crowded, stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to implement and follow all Kansas school transportation regulations.
2. Ability to implement all mandatory safety regulations for school buses.
3. Ability to maintain discipline when students are on the bus.

4. Ability to report those students who do not obey rules to the proper authority.
5. Ability to keep assigned bus clean.
6. Ability to keep to assigned schedule.
7. Ability to check bus before each operation for mechanical defects.
8. Ability to notify the proper authority in case of mechanical failure or lateness.
9. Ability to discharge students only at authorized stops.
10. Ability to exercise responsible leadership and good judgment when on out-of-District school trips.
11. Transport only authorized students.
12. Ability to report all accidents and complete required reports.
13. Ability to enforce regulations against smoking and eating on the bus.
14. Ability to observe and follow all school district policies at all times.
15. Ability to respond to information requests in a cooperative, courteous, and timely manner.
16. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Ability to work effectively with the Supervisor of Transportation to identify, develop, and facilitate professional development to address driver training needs and implement/ follow transportation safety related policies.
18. Ability to perform other tasks and assume other responsibilities as directed by the Director of Transportation.

**Term of Employment:** Academic year as calendared.

**Evaluation:** Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**Approved:**  
5/3/11

## **Student Bus Aide Job Description**

**Purpose:** The Student Bus Aide assists in providing safe transportation to help students enjoy the complete educational program of the school district. To accomplish these tasks, the Student Bus Aide works closely with the staff and administration of the District.

**Responsible to:** Director of Transportation

**Payment rate:** Minimum Wage

**Qualifications:**

1. Attending Tuner High School in good standing.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Desire to continue career improvement by enhanced skills and job performance.

**Essential Functions:**

1. Ability to assist in providing safe transportation to help students enjoy the complete educational program of the school district.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
5. Ability to appropriately operate all equipment and machinery related to specific job duties.
6. Ability to work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting.
2. Requires physical exertion to manually move, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, bending, turning, reaching, climbing and balancing.
4. Extensive travel required.
5. Must work indoors and outdoors during the school year.
6. Must work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.

**General Responsibilities:**

1. Ability to assist bus drivers in supervising students.
2. Ability to support and report effective student discipline.
3. Ability to ensure students board and depart the bus orderly.
6. Ability to assist bus drivers maintain safety and reasonable expectations on the bus.
7. Observe and follow all district policies during all activities.
8. Keep current on new information, innovative ideas and techniques.
9. Ability to respond to information requests in a cooperative, courteous and timely manner.
10. Ability to implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Ability to perform other duties and assume other responsibilities as assigned by the Transportation Director or other Administrative Staff.

**Term of Employment: Academic year as assigned.**

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:** 11/15/16

## **Head Varsity Coach Job Description**

**Purpose:** Supervise sport functions in grades 7 through 12, and work closely with other staff and the administration of the District.

**Responsible to:** Athletic Director and Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelor's Degree from an accredited college/university or meet Rule 10 requirements.
2. Current Kansas State Teaching Certificate on file in the Central Office or meet Rule 10 requirements.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. At least three years of coaching experience at the secondary level.

### **Essential Functions:**

1. Ability to obtain and maintain current first aid, CPR and AED certifications.
2. Ability to provide supervision and quality instruction to staff and participants.
  - a. Instructional
  - b. Non-instructional
3. Ability to enforce rules and regulations:
  - a. Establish fair rules.
  - b. Communicate rules.
  - c. Enforce rules.
4. Ability to remind athletes of the inherent dangers of the sport.
5. Ability to match competitors
  - a. Skill
  - b. Experience
  - c. Maturity
  - d. Height/weight
  - e. Age
  - f. Gender

6. Ability to develop and implement a safe environment to the extent possible.
  - a. Equipment
  - b. Condition of facility
7. Ability to provide a plan for handling injuries.
  - a. Foreseen
  - b. Unforeseen
8. Ability to be a role model of character, conduct, and good sportsmanship.

**Physical Requirements/Environmental Conditions:**

1. Ability to work in noisy and crowded environments, with numerous interruptions.
2. Ability to work in a variety of weather conditions.
3. Ability to work at various and numerous hours.

**General Responsibilities:**

1. Ability to be familiar with school district, department, and K.S.H.S.A.A. rules of eligibility. Attend state-sponsored rules meeting; ability to pass state rules tests and enforce such rules.
2. Ability to be responsible for submitting team rosters and requiring all athletes to have a physical examination and are scholastically eligible before participation is allowed. Responsible for requiring signatures to be received before participation is allowed.
3. Ability to be responsible for having lettering requirements on file in the Athletic Office.
4. Ability to hold preseason staff meetings with staff, and determine roles of assistant coaches are well defined and understood.
5. Ability to implement both in-season and off-season conditioning and weight programs.
6. Ability to be responsible for supervision of athletic facilities used and securing such areas.
7. Ability to organize teaching situations so teaching is being done at practice, pre-contest, half time, and post-contest time frames.
8. Ability to implement a highly efficient and technically sound program of injury prevention and complete all paperwork as it relates to athletic injuries.
9. Ability to attend and be prompt to all practices and meetings.
10. Ability to ride team bus to and from each contest with athletes.

11. Ability to demonstrate on a daily basis effective reinforcement, whole-part-whole teaching, mental toughness development, drill work, myth building, and situational coaching during each practice session.
12. Ability to maintain records on equipment and clothing checked in and out; turn in debt list and assist in getting debt list items returned.
13. Ability to attend junior high-level practices and contests. Evaluate assigned staff members and make recommendations for improvement of staff performance.
14. Ability to be responsible for making recommendations on facilities and equipment needs, and responsible for operating within the established budget.
15. Ability to secure and inventory equipment at the completion of the season; such equipment inventory is on file in the Athletic Office.
16. Ability to motivate and direct athletes by being positive in all situations.
17. Ability to convey equipment and supply needs to Athletic Director according to current budget.
18. Ability to be responsible for making recommendations to K.S.H.S.A.A. in regard to state contest officials.
19. Ability to demonstrate support for the entire athletic program as well as the programs established by Turner Recreation Commission.
20. Ability to attend the Booster Club-sponsored sports banquet/reception.
21. Ability to be responsible for keeping and annually updating team and individual records. Submit needed public relation information to the Sports Information Director.
22. Ability to fulfill post-season obligations: list of letter winners, evaluation process, debt list, VHS tapes, books, blood kits, records (team and individual accomplishments), keys, equipment inventory, etc.
23. Ability to keep proper receipts on all monies.
24. Ability to be responsible for establishing and communicating team rules to athletes and parents. Maintain discipline consistent with rules. Address grievances and work to increase morale, proper behavior, and cooperation.
25. Ability to display leadership of the highest quality in order to exemplify the importance of school attendance, school rules, and responsible behavior.
26. Ability to promote program to assure maximum participation, positive publicity, and work to establish good relations with the media.
27. Ability to display positive rapport with athletes, parents, and media.

28. Ability to establish a method of checking on athletes' classroom behavior and performance.
29. Ability to demonstrate loyalty to the athletic program. Commit a full measure of time, effort, thought, and energy to the program.
30. Ability to keep Athletic Director informed and the proper chain of command followed.
31. Ability to be responsible for assisting athletes in making college and/or advanced educational selections.
32. Ability to take advantage for self-improvement by attending clinics and seminars to stay current on new techniques and methods. Have an up-to-date knowledge of sport and needed skills being taught.
33. Ability to hold membership in professional organizations.
34. Ability to dress appropriately.
35. Ability to resolve conflicts that may develop within the program.
36. Ability to implement and follow all school district policies during all activities.
37. Ability to observe and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
38. Ability to perform other duties and assume other responsibilities consistent with the nature of the position and requested by the Athletic Director, principal, or other Administrative staff.

**Term of Employment:** Academic year as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

8/7/01

**Revised:**

7/7/09

## **Assistant Varsity Coach Job Description**

**Purpose:** The Assistant Varsity Coach assists in supervising sport functions in grades 7 through 12, and works closely with other staff and the administration of the District

**Responsible to:** Head Varsity Coach and Athletic Director

**Payment rate:** According to negotiated agreement

**Qualifications:**

1. Bachelor's Degree from an accredited college/university or meet Rule 10 requirements.
2. Current Kansas State Teaching Certificate on file in the Central Office meet Rule 10 requirements.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. At least three years of coaching experience at the secondary level.

**Essential Functions:**

1. Ability to obtain and maintain current first aid, CPR and AED certifications.
2. Ability to provide supervision and quality instruction to staff and participants.
  - a. Instructional
  - b. Non-instructional
3. Ability to enforce rules and regulations.
  - a. Establish fair rules.
  - b. Communicate rules.
  - c. Enforce rules.
4. Ability to remind athletes of the inherent dangers of the sport.
5. Ability to match competitors:
  - a. Skill
  - b. Experience
  - c. Maturity
  - d. Height/weight
  - e. Age
  - f. Gender

6. Ability to develop and implement a safe environment to the extent possible:
  - a. Equipment
  - b. Condition of facility
7. Ability to provide a plan for handling injuries.
  - a. Foreseen
  - b. Unforeseen
8. Ability to be a role model of character, conduct, and good sportsmanship.

**Physical Requirements/Environmental Conditions:**

1. Ability to occasionally work in noisy and crowded environments, with numerous interruptions.
2. Ability to work in a variety of weather conditions.
3. Ability to work various and numerous hours.

**General Responsibilities:**

1. Ability to be familiar with and enforce school, district, department, and K.S.H.S.A.A. rules of eligibility.
2. Ability to assist in requiring all athletes to have a physical examination and are scholastically eligible before participation is allowed. Assist in requiring all signatures be received before participation is allowed.
3. Ability to be responsible for supervision of athletic facilities used and securing such areas.
4. Ability to organize teaching situations so teaching is being done at practice, pre-contest, half time, and post-contest time frames.
5. Ability to implement and observe a highly efficient and technically sound program of injury prevention and complete all paperwork relating to athletic injuries.
6. Ability to attend and be prompt to all practices and meetings.
7. Ability to ride team bus to and from each contest with athletics.

8. Ability to demonstrate effective reinforcement on a daily basis, whole-part-whole teaching, mental toughness development, drill work, myth building, and situational coaching during each practice session.

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9. Ability to assist getting debt list items returned.
10. Ability to be responsible for making recommendations on facilities and equipment needs.
11. Ability to motivate and direct athletes by being positive in all situations.
12. Ability to demonstrate support for the entire athletic program, as well as the programs established by Turner recreation Commission.
13. Ability to attend the Booster Club-sponsored sports banquet/reception.
14. Ability to be responsible for establishing and communicating team rules to athletes and parents, and maintaining discipline consistent with rules. Address grievances and work to increase morale, proper behavior, and cooperation
15. Ability to display leadership of the highest quality to exemplify the importance of school attendance, school rules, and responsible behavior.
16. Ability to promote the athletic program to assure maximum participation, positive publicity, and establish good relations with the media.
17. Ability to displays positive rapport with athletes, parents, and media.
18. Ability to demonstrate loyalty to the athletic program. Commit a full measure of time, effort, thought, and energy to the program.
19. Ability to keep Athletic Director informed, following the proper chain of command.
20. Ability to take advantage for self-improvement by attending clinics and seminars to stay current on new techniques and methods. Have an up-to-date knowledge of sport and needed skills being taught.
21. Ability to hold membership in professional organizations.
22. Ability to dress appropriately.
23. Ability to resolve conflicts developed within the program.
24. Ability to implement and follow all school district policies during all activities.
25. Ability to observe and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

26. Ability to perform other duties and assume other responsibilities consistent with the nature of the position and requested by the Athletic Director, Head Varsity Coach and/or Head Junior High Coach.

**Term of Employment:** Academic year as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

8/7/01

**Revised:**

7/7/09

## **Assistant Varsity/Head Middle School Coach Job Description**

**Purpose:** Assistant Varsity/Head Junior High Coach assists in supervising sport functions in grades 7 through 12, and works closely with other staff and the administration of the District.

**Responsible to:** Head Varsity Coach, Athletic Director, and Principal

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelor's Degree from an accredited college/university or meet Rule 10 requirements.
2. Current Kansas State Teaching Certificate on file in the Central Office or meet Rule 10 requirements.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. At least three years of coaching experience at the secondary level.

### **Essential Functions:**

1. Ability to obtain and maintain current first aid, CPR and AED certifications.
2. Ability to provide supervision and quality instruction to staff and participants:
  - a. Instructional
  - b. Non-instructional
3. Ability to enforce rules and regulations.
  - a. Establish fair rules.
  - b. Communicate rules.
  - c. Enforce rules.
4. Ability to remind athletes of the inherent dangers of the sport.
5. Ability to match competitors:
  - a. Skill
  - b. Experience
  - c. Maturity
  - d. Height/weight
  - e. Age
  - f. Gender

6. Ability to develop and implement a safe environment to the extent possible:
  - a. Equipment
  - b. Condition of facility
7. Ability to provide a plan for handling injuries.
  - a. Foreseen
  - b. Unforeseen
8. Ability to be a role model of character, conduct, and good sportsmanship.

**Physical Requirements/Environmental Conditions:**

1. Ability to occasionally work in noisy and crowded environments, with numerous interruptions.
2. Ability to work in a variety of weather conditions.
3. Ability to work various and numerous hours.

**General Responsibilities:**

1. Ability to be familiar with and enforce school, district, department, and K.S.H.S.A.A. rules of eligibility. Attend state-sponsored rules meeting and pass state rules test.
2. Ability to be responsible for submitting team rosters and requiring all athletes to have a physical examination and are scholastically eligible before participation is allowed. Ability to be responsible for requiring all signatures is received before participation is allowed.
3. Ability to be responsible for having lettering requirements on file in the Athletic Office.
4. Ability to attend and hold preseason staff meetings. Roles of assistant coaches are well defined and understood.
5. Ability to implement both in-season and off-season conditioning and weight programs.
6. Ability to be responsible for supervision of athletic facilities used and securing such areas.
7. Ability to organize teaching situations so teaching is being done at practice, pre-contest, half time, and post-contest time frames.
8. Ability to implement a highly efficient and technically sound program of injury prevention and complete all paperwork relating to athletic injuries.

9. Ability to attend and be prompt to all practices and meetings.

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10. Ability to ride team bus with athletics to and from each contest.
11. Ability to demonstrate effective reinforcement daily, whole-part-whole teaching, mental toughness development, drill work, myth building, and situational coaching during each practice session.
12. Ability to maintain records on equipment and clothing checked in and out, turn debt list in, and assist in getting debt list items returned.
13. Ability to attend varsity-level practices and contests. Evaluate assigned staff members and make recommendations for improvement of staff performance.
14. Ability to be responsible for making recommendations on facilities and equipment needs, and responsible for operating within the established budget.
15. Ability to secure and inventory equipment at the completion of the season; such equipment inventory is on file in the Athletic Office.
16. Ability to motivate and direct athletes by being positive in all situations.
17. Ability to convey equipment and supply needs to Head Varsity Coach according to current budget.
18. Ability to demonstrate support for the entire athletic program as well as the programs established by Turner Recreation Commission.
19. Ability to submit needed public relation information to the Sports Information Director.
20. Ability to fulfill post-season obligations: list of letter winners, evaluation process, debt list, VHS tapes, books, blood kits, records (team and individual accomplishments), keys, equipment inventory, etc.
21. Ability to keep proper receipts on all monies.
22. Ability to be responsible for establishing and communicating team rules to athletes and parents. Maintain discipline consistent with rules. Address grievances and work to increase morale, proper behavior, and cooperation.
23. Ability to display leadership of the highest quality to exemplify the importance of school attendance, school rules, and responsible behavior.
24. Ability to display positive rapport with athletes, parents, and media.
25. Ability to establish a method of checking on athletes' classroom behavior and performance.
26. Ability to demonstrate loyalty to the athletic program. Commit a full measure of time, effort, thought, and energy to the program.

27. Ability to keep Athletic Director informed and follow the proper chain of command.
28. Ability to take advantage for self-improvement by attending clinics and seminars to stay current on new techniques and methods. Have an up-to-date knowledge of sport and needed skills being taught.
29. Ability to hold membership in professional organizations.
30. Ability to dress appropriately.
31. Ability to resolve conflicts developed within the program.
32. Ability to carry out duties and responsibilities determined and defined by head varsity coach. This position is also considered to be an assistant varsity position. The Athletic Director and the Head Varsity Coach determine the timeframe of responsibilities.
33. Ability to implement and follow all school district policies during all activities.
34. Ability to observe and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
35. Ability to perform other duties and assume other responsibilities consistent with the nature of the position and requested by the Athletic Director and/or Head Varsity Coach.

**Term of Employment:** Academic year as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

8/7/01

**Revised:**

7/7/09

## **Assistant Varsity/Assistant Middle School Coach Job Description**

**Purpose:** The Assistant Varsity/Assistant Middle School Coach assists in supervising sport functions in grades 7 through 12, and works closely with other staff and the administration of the District.

**Responsible to:** Head Middle School/Head Varsity Coach and Athletic Director

**Payment rate:** According to negotiated agreement

### **Qualifications:**

1. Bachelor's Degree from an accredited college/university or meet Rule 10 requirements.
2. Current Kansas State Teaching Certificate on file in the Central Office or meet Rule 10 requirements.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. At least three years of coaching experience at the secondary level.

### **Essential Functions:**

1. Ability to obtain and maintain current first aid, CPR and AED certifications.
2. Ability to provide supervision and quality instruction to staff and participants.
  - a. Instructional
  - b. Non-instructional
3. Ability to enforce rules and regulations.
  - a. Establish fair rules.
  - b. Communicate rules.
  - c. Enforce rules.
4. Ability to remind athletes of the inherent dangers of the sport.
5. Ability to match competitors
  - a. Skill
  - b. Experience
  - c. Maturity
  - d. Height/weight
  - e. Age
  - f. Gender

6. Ability to develop and implement a safe environment to the extent possible:
  - a. Equipment
  - b. Condition of facility
7. Ability to provide a plan for handling injuries.
  - a. Foreseen
  - b. Unforeseen
8. Ability to be a role model of character, conduct, and good sportsmanship.

**Physical Requirements/Environmental Conditions:**

1. Ability to occasionally work in noisy and crowded environments, with numerous interruptions.
2. Ability to work in a variety of weather conditions.
3. Ability to work various and numerous hours.

**General Responsibilities:**

1. Ability to be familiar with and enforce school, district, department, and K.S.H.S.A.A. rules of eligibility.
2. Ability to be responsible for requiring all athletes have a physical examination and are scholastically eligible before participation is allowed. Responsible for seeing all required signatures are received before participation is allowed.
3. Ability to be responsible for supervision of athletic facilities used and securing such areas.
4. Ability to organize teaching situations so teaching is being done at practice, pre-contest, half time, and post-contest time frames.
5. Ability to implement a highly efficient and technically sound program of injury prevention and complete all paperwork relating to athletic injuries.
6. Ability to promptly attend all practices and meetings.
7. Ability to ride team bus with athletics to and from each contest.

8. Ability to demonstrate effective reinforcement daily, whole-part-whole teaching, mental toughness development, drill work, myth building, and situational coaching during each practice session.
9. Ability to assist in getting debt list items returned.
10. Ability to be responsible for making recommendations on facilities and equipment needs, and responsible for operating within the established budget.
11. Ability to motivate and direct athletes by being positive in all situations.
12. Ability to demonstrate support for the entire athletic program as well as the programs established by Turner Recreation Commission.
13. Ability to be responsible for establishing and communicating team rules to athletes and parents. Maintain discipline consistent with rules. Address grievances and work to increase morale, proper behavior, and cooperation.
14. Ability to display leadership of the highest quality to exemplify the importance of school attendance, school rules, and responsible behavior.
15. Ability to promote athletic programs to assure maximum participation, positive publicity, and establish good relations with the media.
16. Ability to display positive rapport with athletes, parents, and media.
17. Ability to demonstrate loyalty to the athletic program. Commit a full measure of time, effort, thought, and energy to the program.
18. Ability to keep Athletic Director informed and follow the proper chain of command.
19. Ability to take advantage for self-improvement by attending clinics and seminars to stay current on new techniques and methods. Have an up-to-date knowledge of sport and needed skills being taught.
20. Ability to hold membership in professional organizations.
21. Ability to dress appropriately.
22. Ability to resolve conflicts developed within the program.
23. Ability to perform duties and responsibilities determined and defined by the Head Varsity Coach consistent with the nature of the position. This position is also considered to be an assistant varsity position. The Head Varsity Coach determines the time frame of responsibilities.

24. Ability to implement and follow all school district policies during all activities.
25. Ability to observe and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

**Term of Employment:** Academic year as assigned

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved:**

8/7/01

**Revised:**

7/7/09