

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
WEDNESDAY, JANUARY 3, 2018

JAMES R. McILVAINE PERFORMING ARTS CENTER, 625 BROAD STREET

AGENDA ADDENDUM

V. Administrative Items

A. PERSONNEL CONSENT ITEMS

1. Resignations

- c) Cara Powell, Girls Cross Country Coach

2. Employments

- b) Supplemental Contracts

(3) Kristina Nichol, Volunteer Boys Tennis Coach

(4) Austin Hanna, Volunteer Boys Tennis Coach

- 3. Recommendation to grant unpaid child leave under FMLA to Shannon Myer, from the end of her allowable sick leave through May 31, 2018

B. ACTION CONSENT ITEMS

- 4. Recommendation to accept a donation from Lowe's for the following items (total estimated value of \$1,298):

- a) (11) Rubbermaid Commercial Products 500 lb. Capacity Triple Trolley Hand Trucks (approximate value of \$100 ea.)

- b) (22) Centrex Plastics, LLC Commander 27-Gallon Black Totes with Standard Snap Lids (approximate value of \$9 ea.)

- 5. Recommendation to approve the Carpentry Job Site Teacher Assistant job description

JOB DESCRIPTION

Title: CARPENTRY JOB SITE TEACHER ASSISTANT

RESPONSIBLE TO: Building Principal

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

W.S.S.A Status:

General Description: Assists Carpentry teacher as senior Carpentry students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women. Perform supervisory role and reinforce basic carpentry skills at the job sight.

Qualifications:

1. Valid Driver's license.
2. High School diploma or equivalent.
3. Demonstrate competency with equipment related to the field.
4. Familiar with construction site routines and processes.
5. Minimum of 6 years construction experience
6. Demonstrates sound understanding of safety in the workplace.
7. Good health and attendance records. Capable of lifting 50 lbs. unassisted.
8. Able to operate a variety of construction related tools
9. Physically able to perform items listed in essential duties.
10. Validation of qualifications as determined by interview
11. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.
12. Valid School Van driver certification

Required Knowledge, Skills, and Abilities:

Strive to remain current with knowledge, skills, and abilities as related to position. Have general working knowledge of all aspects of construction projects. Must be able to work effectively with students and take directives from program teacher.

Essential Duties:

1. Meet and assist Carpentry teacher with senior class at designated time/location.
2. Assist with the implementation of daily plans designed by the Carpentry teacher.
3. Help create and supervise a safe classroom/job site environment that is conducive to learning.
4. Help enforce and reinforce established class rules in a fair and just manner and encourage students to maintain acceptable standards of classroom behavior. Assist the administration in implementing all policies and/or rules governing student conduct.
5. Reinforce established daily learning objectives to the students.
6. Be aware and mindful of the needs and capabilities of individual students in the class.
7. Strive to reinforce by action the district's philosophy of education.
8. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
9. Assist Carpentry teacher with communications with onsite contractors.
10. Strive to maintain and improve professional competence.
11. Occasionally attend special safety related update trainings.

12. Operate construction tools in a proper and safe manner.
13. Preparing any specialized equipment for use.

Other Duties:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and practice of ethical principles and democratic values.
3. Conduct other duties related to the job site teacher assistant as assigned by the Principal or his/her designee.

Equipment Operated:

Operate as directed all equipment related to the position that may include but not limited to:

1. Power tools including but not limited to saws, nail guns, screwdrivers, drills, etc.

Additional Working Conditions:

1. Occasional operation of power tools under inclement weather conditions
2. Occasional work at elevated heights.

Note: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.