



**CROTON
HARMON
S C H O O L S**

**PERSONNEL
JOB
DESCRIPTIONS**

INDEX

District Leadership:

[Superintendent of Schools](#)

[Assistant Superintendent](#)

[Assistant Superintendent for Business](#)

[Director of Pupil Personnel Services](#)

[Director of Technology and Innovation](#)

[Director of Health, Physical Education, Athletics and Wellness](#)

[Principal, High School](#)

[Principal, Middle School](#)

[Principal, Elementary School](#)

[Assistant Principal, High School](#)

[Assistant Principal, Middle School](#)

[Assistant Principal, Elementary School](#)

[Director of Facilities](#)

[Supervisor of Transportation](#)

[District Technical Support Specialist](#)

Teaching Faculty and Support Staff:

[High School Teacher](#)

[Middle School Teacher](#)

[Elementary School Teacher](#)

[Library Media Specialist](#)

[Resource Room Teacher](#)

[Reading Specialist](#)

[Teaching Assistant](#)

[Teacher Aide](#)

Pupil Personnel Professionals:

[School Psychologist](#)

[School Nurse](#)

[Guidance Counselor, High School](#)

[Guidance Counselor, Middle School](#)

[Speech and Language Therapist](#)

[Occupational Therapist](#)

[Occupational Therapy Assistant](#)

Clerical Staff:

[Secretary to Superintendent](#)

[Secretary to Assistant Superintendent](#)

[Secretary to Assistant Superintendent for Business](#)

[Secretary to Director Pupil Personnel Services](#)

[Personnel Assistant](#)

[Database Analyst](#)

[\(return to index\)](#)

[Administrative Assistant](#)
[Secretary to Principal](#)
[Senior Account Clerk/Bookkeeper](#)
[Payroll Clerk](#)
[Purchase/Payables Clerk](#)
[Treasurer](#)
[District Clerk](#)
[Senior Stenographer](#)
[Stenographer](#)
[Senior Office Assistant, Automated Systems](#)
[Office Assistant, Automated Systems](#)
[Typist](#)

Custodial:

[Head Custodial Worker](#)
[Custodial Worker](#)
[Carpenter/Mechanic](#)

Transportation:

[Bus Attendant](#)
[Bus Dispatcher](#)
[Bus Driver](#)

Other:

[Food Service Helper](#)
[Messenger](#)
[School Monitor](#)
[Sign Language Interpreter](#)
[Interpreter](#)
[Video Camera Operators](#)
[Videographer](#)

[\(return to index\)](#)



**CROTON
HARMON
S C H O O L S**

**District
Leadership**

[\(return to index\)](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Superintendent of Schools

Summary Description of Position:

The Superintendent of Schools is the chief executive officer and primary advisor to the Board of Education. In accordance with New York State Law, the rules and regulations of the State Education department and the Commissioner of Education, and the policies of the Board of Education, the Superintendent has executive authority over the entire school system and ultimate authority for its effective functioning. The Superintendent attends all meetings of the Board of Education and participates in all Board deliberations, except when matters relating to his/her own employment or salary are under consideration. He/she oversees the development of the educational program and all other activities which affect that program, including providing leadership in creating and maintaining the best possible educational system; directing the overall evaluation of the school program and services; developing the overall financial plan for the effective and efficient use of all resources; providing for the coordination of activities of all school personnel; implementing all plans and procedures essential for the proper and orderly operation of the school system; representing the school district to the community and all others dealing with the schools; and delegating various functions and responsibilities to various district personnel and report directly to the Superintendent of Schools.

Certification Requirements:

NYS Certification as a School District Administrator or School District Leader

Reports to:

Board of Education

Supervises the Work of:

All central office administrators, building principals and assistant principals, and his/her secretary

Length of Work Year, Week, Day:

12 months

[*\(return to index\)*](#)

Specific Duties and Responsibilities:

- Provides general supervision of and direction for all of the public schools of the district, those educational programs within the purview of the Board, and all personnel within the school system.
- Plans and acts to ensure that Board of Education goals are realized.
- Conducts periodic reviews of the organization and functioning of the school system and recommends to the Board such changes as may improve the efficiency and productivity of the schools.
- Secures and recommends for employment the best qualified and most competent teachers and supervisory and administrative personnel and advises the Board on other personnel matters, including recruitment, training, tenure, salary policies, promotion, assignment, and discipline.
- Stimulates curriculum and instructional improvement and provides for the continuing supervision of curriculum, student services and instructional activities of the staff.
- Provides direct supervision of the central office administrators, principals and assistant principals, and general supervision of the personnel who report to them.
- Works with the Assistant Superintendent for Business to develop the annual budget for the school system, recommends a budget to the Board, and assists the Board in its assessment of the budget and possible modification.
- Administers the approved budget and ensures that all expenditures are effectively carried out.
- Provides general supervision and direction of school plant operation, maintenance, and construction; ascertains future school building needs; and recommends appropriate action to the Board of Education.
- Prepares and submits to the Board recommendations on all matters requiring Board action, and places before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- Informs and advises the Board and the public about the programs, practices, and problems of the schools, and keeps the Board and community informed of the activities operating under the Board's authority.
- Delegates various functions and responsibilities to appropriate district personnel and sometimes outside consultants who report directly to the Superintendent, without, however, relief from responsibility taken under such delegation.
- Ensures that the school system takes appropriate advantage of programs to improve educational practice that may be initiated by local, state, national, or private agencies, and represents the school district in communications with such agencies.
- Provides for the evaluation of student achievement and recommends appropriate program modifications to maximize student learning.
- Develops effective means of communication to inform the community of the policies, plans, and practices of the Croton-Harmon School District.

[*\(return to index\)*](#)

- Maintains working relationships with all agencies of municipal and state government, including legislators, and represents the educational profession in a variety of venues on behalf of the Croton-Harmon School District.
- Develops effective relationships with members of the community and attempts to resolve difficulties, which individuals have encountered with other personnel under the Superintendent's supervision.
- Advises the Board on the need for new and/or revised policies and ensures that all policies of the Board are implemented.
- Maintains adequate records for the schools, including a system of financial accounts, business, property, personnel and student records.
- Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- Represents the Board in direct negotiations with professional and civil service personnel as requested.
- Possesses general authority to act at his/her discretion on any matters not covered by Board policy or where the Superintendent's powers and duties are not particularly set forth or limited, and reports such action to the Board as soon as practicable.
- Performs such other tasks as may be assigned by the Board.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Assistant Superintendent

Certification Requirements:

NYS Certification as a School District Administrator or School District Leader

Reports to:

Superintendent of Schools

Supervises the Work of:

Director of Technology and Innovation, Director of Pupil Personnel Services, Building Principals and Assistant Principals, Secretary to the Assistant Superintendent

Length of Work Year:

12 months

Specific Duties and Responsibilities:

- Supervise curriculum development K-12 including the curriculum mapping process
- Supervise instruction K-12 including the use of the Framework for Teaching rubric for quality instruction and all associated professional development
- Implement all aspects of the NYS Learning Standards, data inquiry teams, and the Annual Professional Performance Review process (APPR)
- Supervise instructional technology grades K-12
- Perform all personnel functions including the recruitment, professional development and evaluation of professional staff
- Coordinate staffing K-12
- Participate in the budget development process and associated staffing K-12
- Supervise the administrative staff
- Supervise special education staff, CSE Chairperson and Pupil Personnel Staff
- Oversee the K-12 assessment program and data management, including serving as the District's Chief Information Officer
- Conduct program planning and evaluation of program K-12
- Serve as the lead contact to the Tri-State Consortium
- In conjunction with the Board of Education and the Superintendent, identifies district goals and objectives and associated action plans

[*\(return to index\)*](#)

- Coordinate the strategic planning (5 year) process
- Provide on-site professional development for all professional staff and administrators
- Serve as a resource and mentor for building administrators
- Serve as the Title IX Officer in the District
- Function as the District leader in the absence of the Superintendent
- Serve on the District's negotiation team
- Perform duties that may be assigned by the Superintendent

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Assistant Superintendent for Business

Summary Description of Position:

The Assistant Superintendent for Business serves as the financial manager to the Superintendent of Schools. He/she is responsible for managing all phases of the financial operations including budgeting, purchasing, accounting, cash management, state aid, and other financial reporting. In addition, he/she provides the budgeting and supervision of district-wide administrative services including transportation, operations and maintenance, computer management systems, and insurance risk programs. He/she negotiates contracts with the district clerical, custodial, and transportation unions. The Assistant Superintendent for Business has an understanding of the educational vision of the school district and works with the Board of Education and Administrative Team to realize that vision.

Certification Requirements:

NYS School District Administrator Certification or Civil Service requirements

Reports to:

Superintendent of Schools
Supervises the work of:
Business Office Staff
Director of Facilities and Transportation Supervisor

Length of Work Year, Week Day:

12 Months

Specific Duties and Responsibilities:

- Provides overall administrative leadership for all business operations including the development and management of the school district budget.
- Advises the Board of Education on all matters concerning finance and administrative services and provides regular reports as requested.
- Supervises and assists the work of business office staff members including secretary, benefits assistant, board clerk, payroll clerk, purchase clerk, bookkeeper and treasurer.
- Negotiates with the custodial, clerical & transportation units. Participates in negotiations with the Croton Teachers' Association. Prepares financial analysis for these negotiations.
- Oversees the bidding and purchasing of equipment, supplies, and contractual obligations

[*\(return to index\)*](#)

and authorizes the same as District Purchasing Agent.

- Manages the district's insurance risk programs including liability, multi-peril, student accident, and auto. Reviews insurance needs and acts as liaison with the insurance liability company and pupil benefits company in relation to claims against the district. Serves on the safety committee to suggest ways in which claims can be reduced through safety measures.
- Prepares budget submittal documents for building principals and other administrators, analyzes and prepares budget draft for Superintendent and Board's final adoption; submits comparative data for analysis and then submits final adopted budget to the State.
- Supervises and assists the work of the Director of Transportation in all matters concerning routing, safety, bus fleet purchasing and maintenance, parental concerns, and personnel.
- Supervises and assists the work of the Director of Facilities in all matters concerning building operations, facilities management, capital projects, maintenance and repair.
- Prepares the personnel list and salary list of all employees and regularly updates it. Prepares extra-curricular stipends per union agreement.
- Oversees modernization and functioning of the district's telephone system.
- Assists the Superintendent of Schools in research and development.
- Serves on the District Technology Committee.
- Meets regularly with the district safety committee to monitor and ensure safe district practices.
- Works closely with parent groups to address concerns in facility, transportation, and long range planning.
- Advises principals and directors on all matters of budget and financial concern.
- Serves on Countywide committees and attends meetings and seminars to promote shared services, cooperative ventures, and cost effective management of schools.
- Assumes other duties as assigned by the Superintendent of Schools.
- Submits all State reports in a timely manner, including but not limited to, financial year end report, annual budget, state aid worksheets, tax assessment reports, and capital fund reports.
- Prepares tax levies for the various tax collectors in the towns within our district.
- Oversees all accounting, including book entries and treasures reports, and works with auditors to ensure the accuracy and proper use of funds. Manages cash flow, invests funds and borrows as needed, per state regulations.
- Handles the operation of grants and prepares final expenditure reports.
- Oversees, with Records Retention Officer, the active and inactive records of the district, to ascertain proper storage and disposal of unnecessary records. Actively pursues grants to assist financially in this area.
- Oversees submission of BOCES contracts & health service contracts.
- Meets regularly with the Board Financial Subcommittee and prepares financial data for their review and help in the decision making process.
- Oversees benefit plans and helps resolve problems employees may encounter.
- Performs other duties as assigned by the Superintendent of Schools or his/her designee.

[*\(return to index\)*](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Director Pupil Personnel Services

Summary Description of Position:

The Director, under the supervision of the Assistant Superintendent of Schools, is responsible for developing, promoting, supervising, administering, and providing leadership for a coordinated program of Pupil Personnel services. Pupil Personnel services provide supportive services to all students who require them in order to access the general education curriculum. The services include special education programs, guidance and counseling services, psychology, social work, speech, reading, health services, occupational therapy, physical therapy, and other related services. The Director of Pupil Personnel provides oversight of the Response to Intervention plan.

As Director, the person in this role is responsible for the yearly identification of PPS staffing, coordinating Federal and State funded programs and Section 504 Federal Regulations.

Certification Requirements:

School District Administrator (SDA)

Reports To:

Assistant Superintendent of Schools

Length of work, year, week, day:

12 months

Specific Duties and Responsibilities:

Organization and Administration:

- Coordinates all Federal and State funded programs.
- Maintains compliance with Section 504 Regulations.
- Works closely with building principals and directors to assure effective and balanced Pupil Personnel services program in each school of the district.
- Provides program coordination for all personnel who are members of the Pupil Personnel staff.
- Provides leadership in the selection, assigning and evaluating of Pupil Personnel Services staff.
- Provides an annual descriptive report of Pupil Personnel activities in the district.
- Meets regularly with Pupil Personnel staff to ensure coordination of service.
- Ensures that appropriate staff development is provided for Pupil Personnel staff.

[*\(return to index\)*](#)

Pupil Placement and Admissions Services:

- Is responsible for coordinating the evaluation, classification, and placement of students for special education programs and related services for both the CSE and CPSE.
- Is responsible for coordinating the evaluation, identification and supports for students identified through Section 504 plans.
- Is responsible for coordinating the identification and placement of Title I/ESL eligible students.

Pupil Progress Monitoring Services:

- Is responsible for the record management systems for students with IEPs and 504 Plans.
- Provides oversight on the maintenance of a comprehensive pupil health record system.

Remedial and Special Help Services:

- Is responsible for special educational programs, services, and curriculum for students classified under IDEA regulations.
- Coordinates the Response to Intervention protocol with principals in each building.
- Coordinates counseling services, which are concerned with the social/emotional development of the students.
- Coordinates the district home-tutoring program.
- Coordinates School Medical Services (Nurses and School Physician).
- Provides oversight to building-level discretionary services.

Other District Wide Duties:

- Serves as chairperson of the District Committee on Special Education and District Committee on Preschool Special Education and is responsible for implementing all laws and regulations relating to IDEA. Develops CSE and district procedures in compliance with laws and regulations.
- Is responsible for the coordination of federal and state funded programs.
- Is responsible for developing grant proposals.
- Serves as liaison for the School District to Northern Westchester/Putnam BOCES.
- Serves as liaison agent for the school in dealing with outside agencies such as Child Protective Services, Department of Mental Health, police, family court, etc.
- Serves as chairperson of the Social-Emotional Learning Committee
- Serves on the administrative council and such other district committees as determined by the Assistant Superintendent.
- Serves as Federal Programs Coordinator and compliance officer for Title I, II, III and IV and UPK; writing yearly grants and monitoring the programs funded by them. Serves as ESL Part 154 Coordinator.
- Serves as Immigration Officer.
- Serves as Home Tutoring Coordinator.
- Serves as Medicaid Compliance Officer.
- Performs other duties as assigned by the Superintendent of Schools or his/her designee.

[*\(return to index\)*](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Director of Technology and Innovation

Summary Description of Position:

The Director is a creative and dynamic leader charged with developing and implementing a strategic vision in all areas of technology for the District. The Director will plan, develop, organize, implement, manage and evaluate the design of the digital infrastructure, information systems, business systems, security systems, instructional systems, digital resources, devices and equipment to support 21st century teaching, learning and workplace environments.

Certification Requirements:

NYS Certification as a School District Leader or School District Administrator

Reports to:

Assistant Superintendent

Supervises the Work of:

Technology Support Specialist, Database Analyst and contract technology workers

Length of Work Year:

12 months

Specific Duties and Responsibilities:

- Oversee the day-to-day operations of the Technology Department
- Facilitate the decision-making process for the procurement, integration, coordination, operation, installation and maintenance of software hardware, email, internet, intranet, training, and support for all technologies in all sectors of the District
- Coordinate and implement the goals outlined in the District's Strategic Coherence Plan that support the integration of digital tools that foster high quality and rigorous 21st century teaching and learning
- Implement K-12 Computer Science Standards with a focus on STEAM and engineering

[*\(return to index\)*](#)

- Design, develop and deliver high quality professional learning for all instructional and non-instructional staff in the District to transform practices and foster innovation
- Ensure that all educators have access to the appropriate tools to develop 21st century curriculum, instruction, assessment, learning environments and professional learning
- Oversee the management and utilization of data to inform instruction
- Observe and evaluate instructional and non-instructional staff as assigned
- Develop and implement a strategic vision for the use of technology in the District in both the academic and infrastructural systems. Reflect this vision in the District Technology Plan
- Negotiate software vendor contracts to comply with NYS Law
- Manage all components of the NYSED Smart Schools Bond initiative and E-rate funding
- Develop and oversee District technology budget

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Director of Health, Physical Education, Wellness & Athletics

Summary Description of Position:

The Director of Health, Physical Education, Athletics and Wellness is a member of the school's leadership team and is responsible for the implementation and quality of health, physical education, and interscholastic athletic programs.

Certification:

NYS Certification as a School District Leader (required), Physical Education Certification, Certified Athletic Administrator - CAA (preferred)

Reports to:

Superintendent of Schools

Supervises the Work of:

Physical Education teachers*, Health teachers*, Coaches, Secretary to Athletics, Athletic Trainer.

**in conjunction with building principals*

Length of Work Year:

12 months

Specific Duties and Responsibilities:

- Oversee the organization and scheduling of all athletic contests, including maintaining and posting calendars for practice and play for each sport; securing officials, arranging transportation; avoiding or minimizing conflicts with other school activities; resolving weather delays and cancellations; and assuring the availability and playability of fields
- Recruit, hire, supervise and evaluate coaches and other related personnel, such as athletic trainers, and provide specific, detailed and helpful feedback regarding their performance throughout the season and as part of annual performance evaluations
- Identify and support appropriate professional development opportunities teachers, coaches, and any ancillary staff
- Develop and manage the athletic budget and advocate for adequate financial resources to fund an exemplary athletic program; utilize a bid process to ensure district funds are being allocated appropriately
- Prepare a budget presentation for Budget Saturday that represents the sport by sport breakdown use of funds, using zero based budgeting
- Establish procedures to order, maintain, collect and inventory necessary equipment, supplies and other materials that are needed for effective program operation
- Attend as many athletic practices and contests as possible to support coaches and athletes and demonstrate a personal commitment to the school's athletic programs

[*\(return to index\)*](#)

- Coordinate sports award banquets and similar events where student athletic achievements are recognized
- Establish the tone for the behavior of athletes, fans and coaches at athletic contests, practices and other events and address any issues of misconduct promptly, effectively and directly
- Work closely with the coaches and the school nurse to ensure that any injuries sustained through participation in the sports program are immediately and fully reported to school officials and that students receive prompt and appropriate medical attention
- Facilitate pre-season meetings for student-athletes and families, seasonal staff meetings and other presentations topics relevant to athletics.
- Serve as direct liaison between the athletic program and other school leaders, including the building administrators, curriculum coordinators, and other members of the central administration team; promote open lines of communication with the arts and academic departments; coordinate schedules to avoid concert conflicts, academic missed time, etc.
- Serve as a resource for the BOE; collaborating with the policy committee; updating the BOE on state mandates, regional and sectional updates; write BOE weekly reports to keep the BOE in the communication loop; attend BOE meetings as needed.
- Ensure that all contracts, eligibility requirement notifications and other records, reports and documents are secured and filed in a timely fashion
- Create a communication plan to keep families and the community informed about events and special programs within the athletic program.
- Chair the District Concussion Management Team and Wellness Committee.
- Be an active member of Section 1 and local Conference 3.
- Responsible for administering all Board policies and procedures and regulations of SED, DOH, NYSPHSAA, Section 1. within the confines of the District's policies, Conference, Section 1.
- Co-Chairperson for Health and Safety Committee; organize, plan and communicate the meeting schedule, agenda items and meeting minutes with the Director of Facilities
- Facilitate student leadership opportunities and training through an Athletic Leadership Council.
- Collaborate with the Croton-Harmon Booster Club; attend monthly meetings; attend Booster Club events.
- Plan and schedule with Facilities and Transportation Departments.
- Schedule weekly meetings with the high school Head Custodian and Head Grounds person.
- Work with the Croton-Harmon School Community; coordinating field/gym use with Croton recreation and youth sports programs.
- Other duties as assigned by Superintendent

[*\(return to index\)*](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Principal, High School

Summary Description of Position:

Under the supervision of the Superintendent of Schools and consistent with the policies of the Board of Education, the State Laws, and Commissioner's Regulations, the High School Principal is the chief supervisory and administrative officer of the High School. He or she is responsible for the supervision and direction of the pupils, program, and personnel of the High School and for the management and operation of the building, grounds, and equipment.

Certification Requirements:

NYS School Administrator Supervisor Certification

Reports to:

Superintendent of Schools

Supervises the Work of:

All faculty, assistant principal, CSEA staff assigned to the High School

Length of Work Year, Week, Day:

12 Months

Specific Duties and Responsibilities:

- As the Educational Leader of the high school, maintains the school's focus on providing a challenging curriculum for all students congruent with district goals and objectives.
- Stimulates curriculum and instructional improvement and supervises the development of curriculum by curriculum coordinators and teaching staff.
- Directs, supervises and evaluates professional and civil service staff. Makes tenure recommendations to the Superintendent.
- Is a member of the District's Administrative Council, Curriculum Council, and Technology Committee.
- Provides visible leadership to pupils and staff in enhancing a sense of community in the High School.
- Makes firm and consistent decisions in all areas of responsibility.
- Is direct, open, accessible and fair in all relationships with pupils, staff and parents.

[*\(return to index\)*](#)

- Directs and supervises efforts to enhance pupils' sense of responsibility to each other, to their teachers, and to the school through student government and other student activities and through a strong and consistent student discipline program.
- Develops and follows consistent processes for appropriate staff and student involvement in decision-making.
- Delegates responsibility and authority appropriately to other personnel and holds them accountable for decisions and actions.
- Stimulates teacher growth and development and encourages improvement of performance and a sense of success, pride, and community among teachers.
- Provides leadership in the evaluation of programs by fostering a spirit of inquiry and review of program effectiveness among the faculty and by initiating systematic program evaluation efforts.
- Acts as a liaison between the school and the community, interpreting activities and policies of the school, and encouraging community participation in school life.
- Assists in strengthening the articulation and coordination of curriculum between the Middle School and High School.
- Acts as chief spokesman for and leader of the staff in ensuring commitment to the High School.
- Plans, manages and allocates the school's budget. Involves staff in the process. Supervises in the preparation and approves all purchase orders.
- Implements and observes all Board policies by the school's staff and students.
- Directs the development of the master schedule.
- Assigns staff.
- Makes recommendations on hiring, assigning, and evaluating all personnel.
- Supplies all information requested by the District Office.
- Conducts all safety drills, i.e., bus, fire, etc.
- Supervises the student and staff attendance program ensuring that accurate records are kept.
- Serves as Stage 1, Grievance, and Hearing Officer.
- Implements the current negotiated agreements.
- Conducts pre and post observations meetings with all tenured, non-tenured and part-time professional staff. Writes observation reports and evaluations reports.
- Works with the Superintendent or his/her designee on all professional and nonprofessional personnel matters.
- Participates in orientation meetings for new staff.
- Maintains order and discipline on the buses and within the building.
- Works with students who exhibit poor classroom behavior and communicates with their parents.
- Writes student guides for expected behaviors during class, recess, lunch, dismissal, in halls and school assemblies.
- Meets regularly with the parent association officers (PTA) and the Executive Board (as required).
- Informs the community of the school's program, activities and accomplishments
- Serves as member of the Building Planning Council.
- Plans, schedules and conducts faculty meetings.
- Supervises the management and operation of the buildings, grounds, and equipment.

[\(return to index\)](#)

- Supervises the preparation of all school reports for the District Office.
- Supervises the preparation of school publications - student handbook, faculty handbook, etc.
- Supervises the program of interscholastic and intramural athletics and extracurricular activities.
- Serves on the Administrative Council and Curriculum Council.
- Directs the program of supervision and evaluation of all personnel in the High School.
- Supervises directly the work of the Assistant Principal (where there is one) and Curriculum Coordinators.
- Attends meetings and conferences outside of the district.
- Attends Board of Education meetings.
- Monitors staff attendance.
- Manages petty cash.
- Plans for replacement of and additions to the school's equipment inventory.
- Participates in and sometimes chairs District Committees and subcommittees.
- Performs other duties as assigned by the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Principal, Middle School

Summary Description of Position:

The Middle School Principal is the chief supervisory and administrative officer of the Middle School. He or she is responsible for the supervision and management of the pupils, programs, and personnel of the Middle School and the operation/management of the building, grounds, and equipment.

Certification Requirements:

NYS School Administrator Supervisor Certification

Reports To:

Superintendent of Schools

Supervises the Work of:

All employees assigned to the Middle School including teachers and Civil Service staff.

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- As the Educational Leader of the middle school, maintains the school's focus on providing a challenging curriculum for all students congruent with district goals and objectives.
- Stimulates curriculum and instructional improvement and supervises the development of curriculum by curriculum coordinators, and teaching staff.
- Directs, supervises and evaluates professional and civil service staff. Makes tenure recommendations to the Superintendent.
- Is a member of the District's Administrative Council, Curriculum Council, and Technology Committee.
- Provides visible leadership to pupils and staff in enhancing a sense of community in the Middle School.
- Makes firm and consistent decisions in all areas of responsibilities.
- Screens applications, interviews and recommends candidates.
- Assigns staff.

[*\(return to index\)*](#)

- Supplies all information requested by the District Office.
- Conducts all safety drills, i.e., bus, fire, etc.
- Is direct, open, accessible, and fair in all relationships with pupils, staff and parents.
- Directs and supervises efforts to enhance pupils' sense of responsibility to each other, to their teachers, and to the school through student government and other student activities and through a strong and consistent discipline policy.
- Develops and follows consistent processes for appropriate staff and student involvement in decision making.
- Delegates responsibility and authority appropriately to other personnel and holds them accountable for decisions and actions.
- Stimulates teacher growth and development and encourages improvement of performance and a sense of success, pride, and community.
- Provides leadership in the evaluation of programs by fostering a spirit of inquiry and review of program effectiveness among the faculty and by initiating systematic program evaluation efforts.
- Acts as liaison between the school and the community, interpreting activities and policies of the school, and encouraging community participation in school life.
- Assists in strengthening the articulation and coordination of curriculum among the Middle School, High School and Elementary School.
- Acts as chief spokesman for and leader of the staff in ensuring commitment to the Middle School.
- Plans, schedules and conducts faculty meetings.
- Conducts pre and post observations meetings with all tenured, non-tenured and part-time professional staff. Writes observation reports and evaluation reports.
- Works with Superintendent or his/her designee on all professional and nonprofessional matters.
- Participates in orientation meetings for new staff.
- Maintains order and discipline on the buses and within the building.
- Works with students who exhibit poor classroom behavior and communicates with their parents.
- Writes student guides for expected behaviors during class, recess, lunch, dismissal, in halls and school assemblies.
- Manages petty cash.
- Plans for replacement of and additions to the school's equipment inventory.
- Plans, manages and allocates the school's budget. Involves staff in the process. Supervises in the preparation and approves all purchase orders.
- Implements and observes all Board policies by the school's staff and students.
- Directs the development of the master schedule.
- Makes recommendations on hiring, assigning, and evaluating all personnel.
- Supervises the student and staff attendance program, ensuring that accurate records are kept.
- Serves as Stage 1, Grievance, and Hearing Officer.
- Implements the current negotiated agreements.
- Serves as member of the Building Planning Council.
- Attends meetings and conferences outside of the district.
- Attends Board of Education meetings.

[*\(return to index\)*](#)

- Monitors staff attendance.
- Participates in and sometimes chairs District Committees and subcommittees.
- Supervises the management and operation of the buildings, grounds, and equipment.
- Supervises the preparation of all school reports for the District Office.
- Supervises the preparation of school publications — student handbook, faculty handbook, etc.
- Supervises the program of intramural and modified athletics and extracurricular activities in collaboration with the Director of Health, Wellness, Physical Education and Athletics.
- Serves on the Administrative Council and Curriculum Council.
- Directs the program of supervision and evaluation of all personnel in the Middle School.
- Supervises directly the work of the Assistant Principal (where there is one) and Curriculum Coordinators.
- Performs other duties as assigned by the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Principal, Elementary School

Summary Description of Position:

The Elementary School Principal is the school leader in charge of all aspects of the building operation. The Educational Leader is responsible for the delivery of curriculum and instruction. He/she manages the building and its budget, is responsible for student safety and behavior, supervises all staff (certified and civil service) and is the representative to the school and extended community.

The Elementary School Principal is part of the District's management team. He/she participates in recruitment, selection and induction of staff. The Principal is a member of the Administrative Council, which formulates plans for curriculum development, professional growth, District budgets, and management of the District.

Certification Requirements:

NYS School Administrator Supervisor Certification

Reports to:

Superintendent of Schools

Supervises the Work of:

All District staff located in the building

Length of Work Year, Week, Day:

12 Months

Specific Duties and Responsibilities:

- As the Educational Leader of the elementary school, maintains the school's focus on providing a challenging curriculum for all students congruent with district goals and objectives.
- Stimulates curriculum and instructional improvement and supervises the development of curriculum by curriculum coordinators, and teaching staff.
- Directs, supervises and evaluates professional and civil service staff. Makes tenure recommendations to the Superintendent.
- Is direct, open, accessible and fair in all relationships with pupils, staff and parents.
- Is a member of the District's Administrative Council, Curriculum Council, and

[*\(return to index\)*](#)

Technology Committee.

- Screens applications, interviews and recommends candidates.
- Assigns staff.
- Develops and implements the master schedule.
- Establishes a process for student placement.
- Supplies all information requested by the District Office.
- Conducts all safety drills, i.e., bus, fire, etc.
- Serves as Stage 1, Grievance Hearing Officer.
- Implements the current negotiated contractual agreements.
- Informs the community of the school's programs, activities and accomplishments.
- Works constructively with the parents.
- Establishes and maintains record-keeping practices for enrollment, attendance, and parent conferencing.
- Maintains processes, which will assure the health and safety of students in regard to transportation, as well as other sectors of school life in which safety might be a factor.
- Member of Building Planning Council.
- Plans, schedules and conducts faculty meetings.
- Attends meetings and conferences outside of the district.
- Attends Board of Education meetings.
- Monitors staff attendance.
- Participates in and sometimes chairs District Committees and subcommittees.
- Conducts pre and post observations meetings with all tenured, non-tenured and part-time professional staff. Writes observation reports and evaluation reports.
- Works with the Superintendent or his/her designee on all professional and nonprofessional personnel matters.
- Participates in orientation meetings for new staff.
- Maintains order and discipline on the buses and within the building.
- Works with students who exhibit poor classroom behavior and communicates with their parents.
- Writes student guides for expected behaviors during class, recess, lunch, dismissal, in halls and school assemblies.
- Meets regularly with the parent association officers (PTA) and the Executive Board (as required).
- Develops a faculty handbook and keeps it updated with procedures, policies and other important information.
- Maintains positive relations with the school's neighbors, the police, fire department and other community groups.
- Plans, manages and allocates the school's budget. Involves staff in the process. Supervises in the preparation and approves all purchase orders.
- Manages petty cash.
- Plans for replacement of and additions to the school's equipment inventory.
- Performs other duties as assigned by the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Assistant Principal, High School

Summary Description of Position:

The Assistant Principal is a full-time administrator who is primarily responsible for student life and the day-to-day operations at the High School. In addition, the assistant principal's responsibilities include the school wide evaluation of teachers and other personnel as directed by the principal. In addition, the assistant principal is the chief administrative officer of the school in the absence of the principal and shall serve as the principal's agent in matters of student discipline and other areas so designated by the principal.

Certification Requirements:

NYS School Administrator Supervisor Certification

Reports to:

Principal and Superintendent of Schools

Supervises the Work of:

Teachers

Length of Work, Year, Week, Day:

12 months

Specific Duties and Responsibilities:

- Participates in the supervision and evaluation of teachers, clerical staff, custodians and other support staff.
- Develops course selection booklets and assists with the development of the master schedule.
- Arranges for and supervises school wide assembly programs.
- Supervises building use and room assignment for in-school, after school and evening use.
- Assists in the development and daily management of the budget.
- Assigns non-teaching duties to staff members when needed.
- Attends faculty meetings, coordinates council selected departmental meetings, and other meetings which are relevant to the management of the school.

[*\(return to index\)*](#)

- Monitors student attendance programs and identifies trends and addresses attendance problems.
- Plays a major role in the management of student discipline and attendance.
- Develops the student handbook and plans for its distribution to students, teachers and parents.
- Manages the testing program in compliance with district and state guidelines.
- Organizes and completes official reports which include the BEDS and Regents reports.
- Plans for the general safety and security of students and adults who are housed in the building.
- Manages the systematic compilation of report cards and plans for their orderly distribution.
- Performs other duties as assigned by the Principal or Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Assistant Principal, Middle School

Summary Description of Position:

The Assistant Principal is a full-time administrator who shares responsibility for instructional leadership, curriculum development, student discipline, scheduling, school-wide events, parent/community interactions and the day-to-day operations of the elementary school with the principal. The Assistant Principal's responsibilities include the school-wide evaluation of teachers and other personnel as directed by the Principal. In addition, the Assistant Principal is the chief administrative officer of the school in the absence of the Principal and shall serve as the Principal's agent in matters of student discipline and other areas so designated by the Principal.

Certification Requirements:

NYS School Administrator Supervisor Certification

Reports to:

Principal and Superintendent of Schools

Supervises the Work of:

Teachers, CSEA staff as assigned

Length of Work Year, Week, Day:

12 months

Specific Duties and Responsibilities:

- Participates in the supervision and evaluation of teachers, clerical staff and other support staff.
- Arranges for and supervises some school-wide assembly programs and evening events.
- Supervises building use and room assignments for in-school, after school and evening use.
- Participates in building Child Study Team meetings.
- Assists in the development and daily management of the budget.
- Develops weekly schedules of special area subjects and supervision of the cafeteria and playgrounds.
- Assigns non-teaching duties to staff members, when needed.
- Attends faculty meetings, curriculum council, PTA meetings and other meetings, which are relevant to the management of the school. Serves on district level committees as assigned by the Principal.

[*\(return to index\)*](#)

- Monitors student attendance programs and identifies trends and addresses attendance problems.
- Provides leadership for faculty curriculum development groups, grade levels, and building committees/groups, as assigned by the Principal.
- Supervises student government.
- Manages the testing program in compliance with district and state guidelines.
- Organizes and completes official reports which include the BEDS and Regents assessment reports.
- Plans for the general safety and security of students and adults who are housed in the building.
- Develops staff development programs for teachers and support staff.
- Manages the systematic distribution of report cards and reviews them with the Principal.
- Supervises substitute teachers, ensuring they have lesson plans and schedules, Makes contact with sub-finder to arrange for substitutes for special staff and curriculum days. Responsible for reviewing subfinder information and ensuring all substitute coverage on a daily basis.
- Provides support for new teachers.
- Attends evening events as assigned by the Principal.
- Contacts parents regarding student behavior before, during and after school.
- Meets with prospective parents to describe the educational program and gives tours of the school.
- Performs other duties as assigned by the Principal or Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Assistant Principal, Elementary School

Summary Description of Position:

The Assistant Principal is a full-time administrator who shares responsibility for instructional leadership, curriculum development, student discipline, scheduling, school-wide events, parent/community interactions and the day-to-day operations of the elementary school with the principal. The Assistant Principal's responsibilities include the school-wide evaluation of teachers and other personnel as directed by the Principal. In addition, the Assistant Principal is the chief administrative officer of the school in the absence of the Principal and shall serve as the Principal's agent in matters of student discipline and other areas so designated by the Principal.

Certification Requirements:

NYS School Administrator Supervisor Certification

Reports to:

Principal and Superintendent of Schools

Supervises the Work of:

Teachers, CSEA staff as assigned

Length of Work Year, Week, Day:

12 months

Specific Duties and Responsibilities:

- Participates in the supervision and evaluation of teachers, clerical staff and other support staff.
- Arranges for and supervises some school-wide assembly programs and evening events.
- Supervises building use and room assignments for in-school, after school and evening use.
- Participates in building Child Study Team meetings.
- Assists in the development and daily management of the budget.
- Develops weekly schedules of special area subjects and supervision of the cafeteria and playgrounds.
- Assigns non-teaching duties to staff members, when needed.
- Attends faculty meetings, curriculum council, PTA meetings and other meetings, which are relevant to the management of the school. Serves on district level committees as assigned by the Principal.

[*\(return to index\)*](#)

- Monitors student attendance program and identifies trends and addresses attendance problems.
- Provides leadership for faculty curriculum development groups, grade levels, and building committees/groups, as assigned by the Principal.
- Supervises student government.
- Manages the testing program in compliance with district and state guidelines.
- Organizes and completes official reports which include the BEDS and Regents assessment reports.
- Plans for the general safety and security of students and adults who are housed in the building.
- Develops staff development programs for teachers and support staff.
- Manages the systematic distribution of report cards and reviews them with the Principal.
- Supervises substitute teachers, ensuring they have lesson plans and schedules. Makes contact with sub-finder to arrange for substitutes for special staff and curriculum days. Responsible for reviewing subfinder information and ensuring all substitute coverage on a daily basis.
- Provides support for new teachers.
- Attends evening events as assigned by the Principal.
- Contacts parents regarding student behavior before, during and after school.
- Meets with prospective parents to describe the educational program and gives tours of the school.
- Performs other duties as assigned by the Principal or Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Director of Facilities

Summary of Position:

Under the general direction of the Assistant Superintendent for Business, the Director of Facilities performs administrative and supervisory duties in planning and directing the operation, maintenance, and repair of all facilities and grounds owned or leased by the school district. Performs district-wide project coordination through the management of personnel and facilities, thereby ensuring a safe, healthy, clean and efficient school plant operation. This position requires strong technical and managerial proficiency.

Certification Requirements:

Civil Service Test — Director of Facilities

Director of Facilities Reports to:

Assistant Superintendent for Business and the Superintendent of Schools

Supervises the Work of:

Custodial and Maintenance Staff

Staff Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Supervises and coordinates the work of the operation and maintenance staff with all other departments of school district organization.
- Supervises the work of the three head custodians and their crews, maintenance/repair crew, grounds department and security personnel of the district.
- Plans, organizes, directs, coordinates and controls, economically and efficiently, the many aspects of school plant administration.
- Achieves optimum standards of building and grounds housekeeping.
- Interviews candidates for custodial and maintenance positions and recommends finalists to the Assistant Superintendent for Business and Superintendent of Schools.
- Assigns building and grounds personnel to specific positions.
- Recommends transfers, promotions and disciplinary action relating to operations and maintenance employees.
- Handles grievances and personnel problems of operation and maintenance employees.

[*\(return to index\)*](#)

- Maintains a continuous program of inspection, supervision and safety.
- Prepares budget estimates on items pertaining to building and grounds.
- Complies with pertinent legal requirements as outlined in Civil Service Regulations, Education Law, Municipal Law, Local Finance of Education, Directives of the State Education Department, and Rules and Regulations of the Board of Education.
- Maintains records such as inventories, cost analysis, etc. and submitting such reports as are required in the proper administration of the operation and maintenance program.
- Advises and assists the Assistant Superintendent for Business in the purchasing of maintenance supplies and equipment.
- Serves as health and safety coordinator.
- Serves as emergency management coordinator.
- Coordinates annual asbestos, fire, sprinkler, and playground inspections.
- Coordinates SED required visual inspection and building condition surveys.
- Helps bookkeeper prepare the construction final cost report filings.
- Directs the maintenance, repair and upkeep of all facilities and grounds through assignment of staff, inspection of work.
- Prepares tentative budget estimates for all custodial/maintenance operations.
- Keeps records and prepares reports of building operations, inspections and mandated studies.
- Participates in formulating recommendations for long range plans involving district facilities.
- Supervises and arranges the work of specialized outside contractors for repair and projects not performed by in-house staff. Ensures that this is done in the most cost effective way.
- Works closely with administration and community groups regarding all matters of safety. Sits as a member of the district-wide safety committee.
- Provides staff development for custodial/maintenance staff and keeps personnel informed of changes in regulations and procedures affecting operations and maintenance.
- Acts as district's AHERA designee responsible for asbestos inspections and compliance with all associated record keeping and regulations.
- Performs other duties as assigned by the Assistant Superintendent for Business or the Superintendent of Schools.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Supervisor of Transportation

Summary Description of Position:

This is a management position and the supervisor is fully responsible for the comprehensive operation of school bus/pupil transportation. Responsibilities include supervision of all employees, fiscal integrity, and human relation skills. The supervisor is responsible for the screening and selection of the personnel, the training of bus drivers, monitors and office staff. This position also calls for the individual to be responsible for the vehicle maintenance repair program. One must also provide support and communication to the public and staff.

Certification Requirements:

NYS School Bus Certification
Civil Service Test — Supervisor of Transportation

Reports To:

Assistant Superintendent for Business and the Superintendent of Schools

Supervises the Work of:

Full-time Mechanics
Assistant Mechanics
Bus Drivers
Bus Attendants
Dispatchers
Clerical

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Provides safe and cost effective transportation for all eligible students in the Croton-Harmon UFSD in compliance with all Federal, NYSDMV 19A and NYSED regulations.
- Oversees daily operations and maintenance of all buses.
- Changes drivers' schedules to meet daily manpower changes.
- Establishes new bus routes, alters old bus routes, checks mileage to schools from students' houses to verify eligibility for transportation.
- Coordinates and enforces required Federal Drug testing program, including attending Supervisor Training Seminar for reasonable suspicion of drug or alcohol abuse.

[*\(return to index\)*](#)

- Enforces all Federal, NYSDMV and NYSED regulations including but not limited to:
 - Administering annual and biennial written and road tests & record review
 - Conduct two annual two hour driver refresher courses and 3 annual bus evacuation drills
 - Maintain and update drivers 19A files
 - Attend Professional Development Seminars to maintain current NYSDMV 19A and NYSED certifications.
- Prepares weekly payroll for the Transportation Department.
- Reviews and approves billing for the Transportation Department.
- Purchases supplies and fuel as needed.
- Coordinates cooperative transportation with surrounding school districts, special education schools, and private schools.
- Makes arrangements and schedules field and sport trips, including cost, trip directions and researches special permits if required for each trip.
- Investigates parents' complaints about students' conduct on buses or bus routing and reports back to parents with facts.
- Take water samples per NYSDEC requirements, test PH of samples, bring to the lab for analysis, and forward results to proper NYS agencies in compliance with National Pollutant Discharge Elimination System (NPDES).
- Establishes and directs pupil transportation as a support system to the educational program of the school district.
- Determines student eligibility from applications for transportation.
- Implements school board policies, which relate to transportation issues.
- Carries out and enforces appropriate local, state, and federal laws and regulations.
- Develops and administers department policies.
- Coordinates programs with administrators, teachers, PTAs, and parents as needed.
- Monitors bus routes and schedules for efficiency and safety as needed.
- Interviews and recommends new employees to the Assistant Superintendent for Business and the Superintendent of Schools.
- Establishes and conducts training and retraining programs for all employees.
- Develops vehicle specifications for purchase bids.
- Prepares pupil transportation budget recommendation.
- Reviews and analyzes budget expenditures regularly.
- Conducts personnel performance appraisals on a regular basis.
- Attends seminars, professional meetings and workshops aimed at providing improved management of the transportation department.
- Maintains open and clear communications with public and appropriate departments.
- Establishes and carries out a continuing safety program.

- Supports a cooperative relationship with local police departments.
- Maintains personnel and payroll data and files.
- Prepares information for state aid reporting.
- Monitors vehicle maintenance programs and updates as needed.
- Prepares reports as required by the District Office and local and state agencies.
- Maintains DMV, DOT, 19A, CDL files and regulations.
- Assists in attendance area planning and implementation.
- Maintains student data and computer files.
- Conducts an Accident Review Board and evaluations.
- Supervises and monitors all contractor operations, drivers, managers and staff.
- Coordinates shared services with neighboring/other districts.
- Performs other duties as assigned by the Assistant Superintendent for Business, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

District Technical Support Specialist

Summary Description of Position:

The District Technical Support Specialist will provide leadership and technical support in all areas throughout the district, including troubleshooting computer hardware, software and telephones as well as training for all administrators, teachers and clerical staff.

She/he will have a working knowledge of the operation and use of personal computers and their peripheral equipment, operation of computers and data communication devices, networking computers, data processing methodology, and techniques in creating documentation and data security; knowledge of dual platform operating systems; ability to simplify technical terminology for training purposes; ability to identify and resolve user problems; ability to communicate effectively both orally and in writing and strong presentation skills; ability to plan, organize, and prioritize work assignments; ability to establish and maintain effective working relationships with initiative, tact, patience, sound judgment and flexibility.

Certification Requirements:

Civil Service

Reports To:

Director of Technology and Innovation and the Superintendent of Schools

Length of Work Year, Week, Day:

12 months

Specific Duties and Responsibilities:

- Oversees, maintains and troubleshoots wide area networks and telephone systems and maintains documentation.
- Discusses software applications with users to determine level of satisfaction and/or the need to modify software or determine a better solution.
- Communicates with BOCES and other outside technology support organizations in coordinating projects.
- Interfaces with Certified Network Engineers on complex technical hardware and cabling issues.
- Trains administrative and clerical staff on basic computer usage and office applications software such as Google, EXCEL and Word.
- Researches and evaluates new technologies and attends training sessions and seminars to further knowledge.
- Manages the district website and the teacher sites.

[\(return to index\)](#)

- Is responsible for multimedia setups prior to meetings and editing the video sent out as district communications.
- Assists in research, purchase, and EdLaw 2d compliance of hardware and software.
- Reallocates operating staff and equipment resources to meet district technology needs.
- Provides technical advice and assistance at critical moments.
- Provides leadership for teacher aides in computer rooms.
- Attends meetings of the Building and District Technology Committees.
- Performs other duties as assigned by the Director of Technology and Innovation and the Superintendent of Schools.

[\(return to index\)](#)



**CROTON
HARMON
SCHOOLS**

**Teaching Faculty
and
Support Staff**

[\(return to index\)](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

High School Teacher

Summary Description of Position:

The High School Teacher is responsible for developing, delivering, and evaluating curriculum according to State standards and guidelines to students who are sometimes grouped heterogeneously and sometimes homogeneously. Included in these classes are special needs students such as Limited English Proficiency students, Resource Room students, and students from self-contained Modified Classrooms.

Certification Requirements: New York State certification

Reports to: Building Principal

Supervises: Aides, teaching assistants, and instructional assistants when those individuals are assigned to them.

Length of Work Year:

10 months

Specific Duties and Responsibilities:

- Develops and continually updates and revises curriculum and materials that meet New York State requirements, which are multi-level and take into account a wide range of student abilities.
- Plans and prepares units and daily lessons.
- Establishes annual goals/objectives for classes, students, and own professional growth.
- Individualizes instruction for students in heterogeneously grouped classes.
- Evaluates student work using a variety of assessment techniques, which may include alternative assessments, portfolio record keeping, and verbal and written feedback to students.
- Meets with students individually and in small groups outside of regularly scheduled instruction time in order to provide additional assistance.
- Participates in departmental and cross discipline planning meetings.
- Designs and maintains an inviting, clean and efficient learning environment that reflects the curriculum and shows student work.
- Provides student support during non-teaching time.
- Maintains communication with student needs, progress, curriculum coordination and needed materials and resources with the following people in order to deal more effectively with students' academic and affective needs:

[*\(return to index\)*](#)

Administration
Grade Level Teachers
Guidance Counselors
Learning Specialists
Nurse

Resource Room
Teachers School
Psychologist
Social Worker
Subject Area Teachers

- Participates in budget preparation including the ordering of supplies and equipment needed in the instructional process.
- Keeps records and other pertinent data, which is related to student progress and achievement.
- Fills out reports required by administrators and support staff.
- Plans individual and team projects.
- Conducts homeroom and/or advisory group activities, when assigned, which include attendance, announcements, special programs, school elections, speeches, and voting.
- Plans for advisory group (CHAP - The Croton-Harmon Advisory Program).
- Supervises study halls and other group activities (i.e., assemblies).
- Plans field trips.
- Prepares for and conducts Back-to-School Night to inform parents about the curriculum and expectations for courses taught.
- Keeps parents appropriately informed of students' progress and confers with parents by phone or in person, as needed.
- Completes interim reports, report cards, and comment cards.
- Writes articles for the school newsletter when requested.
- Attends faculty, grade level and departmental meetings.
- Serves on school-wide, district-wide, and professional committees.
- Establishes and maintains cooperative, professional relationships with subject area, building and district level colleagues.
- Maintains membership in professional organizations, participates in conferences and workshops, and reads professional journals.
- Uses a wide variety of instructional strategies and pedagogical techniques to meet the needs of students with different learning styles.
- Employs technology when appropriate.
- Selects and recommends appropriate texts, supplies, materials and technology to be purchased for classroom use.
- Keeps abreast of current developments in the field of education:
 - a. reads professional journals.
 - b. attends and participates in conferences and workshops of professional organizations on a regional, state, and national level, if possible.
 - c. maintains informal contact with colleagues in nearby districts.
 - d. may serve as a mentor for newly hired staff.
 - e. shares educational experiences with colleagues, and collaborates in planning educational strategies and using new methodologies.
- Continues to enhance knowledge and skills by seeking appropriate graduate and in-service courses.
- Performs such other appropriate tasks as may be assigned by the Building Principal or the Superintendent of Schools or his/her designee.

[*\(return to index\)*](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Middle School Teacher

Summary Description of Position:

The Middle School Teacher is a member of an interdisciplinary academic team who is responsible for developing, delivering, and evaluating curriculum according to State standards and guidelines to students grouped heterogeneously in graded or ungraded classes. Included in this population are special needs students such as Limited English Proficiency students, Resource Room students, and students from self-contained Modified Classrooms.

Certification Requirements: New York State Certification

Reports to: Building Principal

Supervises: Aides, teaching assistants and instructional assistants when those individuals are assigned to them.

Length of Work Year: 10 Months

Specific Duties and Responsibilities:

- Develops and continually updates and revises curriculum and materials that meet New York State requirements that are multi-level and take into account a wide range of student abilities.
- Plans and prepares units and daily lessons.
- Establishes annual goals/objectives for classes, students and own professional growth.
- Individualizes instruction for students in heterogeneously grouped classes.
- Evaluates student work using a variety of assessment techniques, which may include alternative assessments, portfolio record keeping, and verbal and written feedback to students.
- Meets with students individually and in small groups outside of regularly scheduled instruction time in order to provide additional assistance.
- Participates in planning meetings with team and subject area colleagues.
- Designs and maintains an inviting, clean and efficient learning environment that reflects the curriculum and shows student work.
- Uses a wide variety of instructional strategies and pedagogical techniques to meet the academic and social-emotional needs of students with different learning styles.
- Employs technology when appropriate.
- Selects and recommends appropriate texts, supplies, materials and technology to be purchased for classroom use.
- Keeps abreast of current developments in the field of education:
 - reads professional journals.
 - attends and participates in conferences and workshops of professional organizations on a regional, state, and national level, if possible.

[*\(return to index\)*](#)

- maintains informal contact with colleagues in nearby districts.
- may serve as a mentor for newly hired staff members.
- shares educational experiences with colleagues, and collaborates in planning organizations on a regional, state, and national level, if possible.
- Provides student support during non-teaching time.
- Maintains communication with student needs, progress, curriculum coordination and needed materials and resources with the following people in order to deal more effectively with students' academic and affective needs:

Administration	Resource Room Teachers
Guidance Counselors	School Psychologist
Learning Specialists	Social Worker
Nurse	Team Teachers

- Schedules students who are assigned to a team.
- Participates in budget preparation including the ordering of supplies and equipment needed in the instructional process.
- Keeps records and other pertinent data, which is related to student progress and achievement.
- Fills out reports required by administrators and support staff.
- Plans individual and team projects.
- Conducts homeroom activities, when assigned, which include attendance, lunch count, announcements, special programs, school elections, speeches and voting.
- Supervises "X" day, assemblies, bus duty and other group activities.
- Plans field trips
- Prepares for and conducts Back-to-School Night to inform parents about the curriculum and expectations for courses taught.
- Keeps parents appropriately informed of students' progress and confers with parents, by phone or in person, as needed.
- Completes interim reports, report cards, and comment cards.
- Writes articles for middle school newsletter.
- Attends faculty, team and subject area meetings.
- Serves on school-wide, district-wide, and professional committees.
- Establishes and maintains cooperative, professional relationships with team members, subject area teachers, building, and district level colleagues.
- Maintains membership in professional organizations, participates in conferences and workshops, and reads professional journals.
- Continues to enhance knowledge and skills by seeking appropriate graduate and in-service courses.
- Performs such other appropriate tasks as may be assigned by the Superintendent of Schools, Building Principal or his/her designee.

[*\(return to index\)*](#)

CROTON HARMON SCHOOL DISTRICT

Title of Position:

Elementary School Teacher

Summary Description of Position:

Elementary teachers provide instruction to all children assigned to them using sound instructional and management practices and focusing on the district curricula requirements and State standards and guidelines. They are also responsible for direct and close communication between school and home and maintaining professional relationships that further the goals of the district and building.

Certification Requirements:

NYS Teacher Certification

Reports to:

Principal

Supervises:

Aides, teaching assistants and instructional assistants when those individuals are assigned to them.

Length of Work Year:

10 Months

Specific Duties and Responsibilities:

- Develops and continually updates and revises curriculum and materials that meet New York State requirements that are multi-level and take into account a wide range of student abilities.
- Plans and prepares units and daily lessons.
- Individualizes instruction for students in heterogeneously grouped classes.
- Evaluates student work using a variety of assessment techniques, which may include alternative assessments, portfolio record keeping, and verbal and written feedback to students.
- Participates in grade level and cross grade level planning meetings.
- Designs and maintains an inviting, clean, efficient learning environment that reflects the curriculum and shows student work.
- Uses a wide variety of instructional strategies and pedagogical techniques to meet the needs of students with different learning styles.
- Employs technology when appropriate
- Selects and recommends appropriate texts, supplies, materials and technology to be purchased for classroom use.

[*\(return to index\)*](#)

- Keeps abreast of current developments in the field of education:
 - a) reads professional journals.
 - b) attends and participates in conferences and workshops of professional organizations on a regional, state, and national level, if possible.
 - c) maintains informal contact with colleagues in nearby districts.
 - d) may serve as a mentor for newly hired staff members.
 - e) shares educational experiences with colleagues, and collaborates in planning educational strategies and using new methodologies.
- Maintains communication with grade level team members regarding students' needs and progress, curriculum coordination and needed materials and resources collaboration.
- Maintains communication with the following people in order to deal more effectively with students' academic and affective needs.

Administration	Resource Room Teachers
Grade Level Teachers	School Psychologist
Learning Specialists	Social Worker
Nurse	

- Participates in budget preparation including the ordering of supplies and equipment needed in the instructional process.
- Keeps records and other pertinent data, which is related to student progress and achievement.
- Fills out reports required by administrators and support staff.
- Plans class projects.
- Supervises assemblies, bus duty, and other group activities.
- Plans field trips.
- Keeps parents appropriately informed of students' progress and confers with parents by phone or in person, as needed.
- Completes report cards.
- Carries out planned instruction with a demonstrated knowledge of subject matter and learning theory and is knowledgeable about the State and school district grade level curriculum.
- Teaches and encourages productive work habits and study skills.
- Provides application of content, skills, and strategies.
- Maintains appropriate expectations for all children and communicates these clearly.
- Establishes annual goals/objectives for classes, students, and own professional growth.
- Plans for instruction of these goals/objectives, using appropriate methods and materials.
- Uses appropriate assessment techniques/instruments to determine class/individual progress and make further plans based on this assessment.
- Maintains student records/grades, with appropriate back-up information.
- Creates and maintains a productive and positive classroom atmosphere which promotes learning and development in the areas of cognitive, social, emotional and physical growth.
- Establishes and maintains standards of behavior in keeping with those of the school and district.
- Establishes and maintains routines.
- Establishes and maintains cooperative professional relationships, at the grade level, within the

[\(return to index\)](#)

building and across the district.

- Writes articles for the school newsletter.
- Attends faculty and grade level meetings.
- Serves on school-wide, district-wide, and other professional committees.
- Maintains membership in professional organizations, participates in conferences and workshops, and reads professional journals.
- Continues to enhance knowledge and skills by seeking appropriate graduate and in-service courses.
- Performs other duties as may be assigned by Building Principal, Superintendent of Schools or his/her designee.

[\(return to index\)](#)

CROTON HARMON SCHOOL DISTRICT

Title of Position:

Library Media Specialist

Summary Description of Position:

A fundamental responsibility of the library media specialist is to provide the leadership and expertise necessary to ensure that the library media program is an integral part of the instructional program and support the goals and educational philosophy of the school. To carry out the mission of the program, the library media specialist performs the following separate but overlapping roles to link the information resources and services of the library media program to the information needs and interests of the schools' students and staff, information specialist, teacher, and instructional consultant.

Certification Requirements:

NYS Certification — Library Media Specialist

Reports to:

Principal

Supervises:

Library Support Staff

Length of Work Year:

10 Months

Specific Duties and Responsibilities:

- Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Uses the computer to provide an accurate and efficient retrieval and record keeping system.
- Assists in identifying, locating, and interpreting information housed in and outside the library media center.
- Develops policies and procedures to ensure that fees, loan restrictions, or on-line searching charges do not impede access to information.
- Informs teachers, students, parents, and administrators of new curricular materials, equipment, and services that meet their information needs.
- Evaluates and selects materials and equipment within the scope of the collection providing for all curricular needs, reading levels, and interests.
- Provides instruction, which is an integral part of the content and objectives of the school's curriculum.

[*\(return to index\)*](#)

- Provides instruction in accessing, evaluating, and communicating information access, use, and communication skills.
- Assists in the use of technology when available to access information outside the library media center.
- Offers to teachers and other staff, learning opportunities related to new technologies, production of a variety of media, and laws and policies regarding information.
- Uses a variety of instructional methods with different user groups to demonstrate the effective use of newer media and technologies.
- Participates in building, district, department, and grade-level curriculum development and assessment projects on a regular basis.
- Offers teachers assistance in using information resources, acquiring and assessing instructional materials, and incorporating information skills into the classroom curriculum.
- Provides leadership in the assessment evaluation, and implementation of information and instructional technologies.
- Prepares and administers a library media center budget.
- Promotes positive public relations related to the library media center that lead to understanding and support of the program.
- Keeps building administrators informed concerning the operation and needs of the library media center.
- Maintains contact with the public library and with other school district librarians.
- Performs other duties as assigned by the Principal or Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position

Resource Room Teacher

Summary Description of Position:

The Resource Room Teacher identifies children with specific learning disabilities and developmental lags. Children then receive specialized instruction both in the Resource Room and within the classroom on a one-to-one or small group basis. Materials and programs are tailored to take into account each child's specific learning deficit and individual learning style.

Certification Requirements:

NYS Special Education Teacher Certification

Reports to:

Director of Pupil Personnel Services and Building Principal

Length of Work Year:

10 Months

Specific Duties and Responsibilities:

- Meets with classroom teachers to discuss children who may require remedial services in the Resource Room and makes suggestions about instructional approaches and materials that can be utilized within the classroom.
- Administers diagnostic tests to children referred to the Resource Room.
- Compiles a comprehensive written evaluation of a child's strengths and deficits.
- Meets with parents regarding results of diagnostic evaluation, instructional plans and student progress.
- Works with children in the Resource Room in small instructional groups or on a one-to-one basis, tailoring the program to meet each child's individual learning needs.
- Confers with teachers on an ongoing basis to update them on student progress and to coordinate use of materials and programs, as the child's needs change.
- Participates in parent-teacher conferences to discuss children's progress.
- Writes progress reports on each child in the Resource Room to share with parents and teachers.
- Helps train classroom teachers and assistants to use special techniques designed to assist children with learning disabilities.
- Screens children to identify children with severe perceptual and academic deficits that require Resource Room services.
- Works with groups of kindergarten children with developmental lags in gross and fine motor skills.

[*\(return to index\)*](#)

- Participates in kindergarten screening to identify children with potential learning problems.
- Meets with some parents of kindergarten students to review results of screening.
- Participates in building child study team meetings with principal and special services staff to review referrals and determine which specialist will evaluate the child.
- Consults with school specialists to help assess the learning potential of an individual child and coordinates programs for that child.
- Serves as a member of the Resource Room Committee, sharing information about students known by Resource Room staff.
- Serves as a member of the Committee on Special Education on a rotating basis.
- Writes IEPs for students who are classified and participates in IEP parent conferences.
- Provides intensive individual remedial services to classified students in mainstream classes.
- Records specific objectives and child's performance in the Resource Room on an ongoing basis.
- Recommends class placement for children known by the Resource Room staff.
- Advises classroom teachers on decisions regarding retention of students.
- Meets with parents at public forums to encourage a better understanding of the learning disabled child and the role of the Resource Room teacher.
- Confers with other specialists (i.e., psychologists, speech therapists, etc.) to share information concerning students' needs.
- Maintains updated records on all students.
- Performs duties as assigned by the Director of Pupil Personnel Services, Building Principal or the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Reading Specialist

Summary Description of Position:

The reading specialist's responsibilities include direct instruction to pupils with remedial reading needs and acting as a resource and support to both staff and parents.

Certification Requirements:

NYS Reading Certification

Reports to:

Principal

Supervises the Work of:

Teacher Assistants

Length of Work Year:

10 Months

Specific Duties and Responsibilities:

- Identifies and schedules all students who receive reading services using standardized tests, teacher recommendations, and daily performance measures.
- Screens new students and those referred by teachers, support service personnel, Child Study Team, and add to caseload when appropriate.
- Provides reading instruction on both an individualized basis and in small groups using a diagnostic/prescriptive model.
- Attends weekly Child Study Team meetings, Committee on Special Education and completes reading evaluations for presentation to the Child Study Team.
- Attends all spring articulation meetings with elementary and middle school staff to identify students who should receive services.
- Meets during the year with counterparts in other schools regarding the program and student services.
- Maintains reading folders with records on students receiving services.
- Sends letters notifying parents of reading services.
- Completes reading report cards on students who receive instruction in the Reading Center.
- Attends parent conferences, Back-to-School Night, and presentations on literacy instruction.
- Attends grade level team meetings and participates in team responsibilities such as writing

[\(return to index\)](#)

and summer reading lists. Additionally, reading specialists will collaborate with individual classroom teachers on a regular basis.

- Makes staff development presentations about current practices and trends in the field of reading.
- Coordinates her work with students with classroom teachers, and other specialists including ESL teacher, Speech/Language teacher, counselors, and Resource Room teachers.
- Informs staff of students identified, updating them regularly on student progress.
- Selects and orders all reading materials and diagnostic test materials and helps other staff select and order appropriate materials for classroom use.
- Writes a monthly (or more frequent) newsletter for parents and provides copies to classroom teachers.
- Performs other duties as assigned by the Superintendent of Schools or his/her designee.

CROTON HARMON SCHOOL DISTRICT

Title of Position:

Teaching Assistant

Summary Description of Position:

Under the daily supervision of the professional staff, the teacher assistant performs the duties related to instruction such as preparing and implementing instructional plans, preparing instructional materials and reporting to parents. In addition, the teacher assistant carries out non-instructional duties by supervising students in the cafeteria and on the playground.

Certification Requirements:

NYS Certificate as Teaching Assistant

Reports to:

Building Principal

Length of Work Year:

10 Months: teacher hours

Specific Duties and Responsibilities:

- Participates in team planning.
- Implements team instructional plans and demonstrates knowledge of subject matter with students assigned by the teacher.
- Works with groups/students assigned by the teacher.
- Participates in reporting to parents only under the direction of professional staff.
- Prepares and/or secures instructional materials for the team.
- Gather pupil data related to student performance and/or achievement.
- Uses appropriate assessment techniques/instruments to determine class/individual process and makes further plans based on assessment, maintaining students' records/grades with appropriate back-up information.
- Supervises children in non-instructional activities using formal and informal controls when needed.
- Sets up and operates audio-visual equipment for instructional purposes.
- Carries out clerical responsibilities related to teaching.
- Establishes and maintains cooperative professional relationships within the building.
- Attends all team and faculty meetings.
- Attends meetings during the workday scheduled for the Principal or designee, related to the fulfillment of job responsibilities.
- Performs other duties as assigned by the Building Principal, the Superintendent of Schools or his/her designee.

[*\(return to index\)*](#)

CROTON HARMON SCHOOL DISTRICT

Title of Position:

Teacher Aide

Summary Description of Position:

Instructional Teacher Aides work under the direction of the classroom teacher to support the teacher during academic periods of time. They assist teachers in performing tasks, which while related to the teaching process, can be performed by non-professional personnel. They may also be responsible for the supervision of students during morning arrival, lunch, and recess periods. Instructional Teacher Aides should have some familiarity with school and classroom routines, ability to establish good relationships with children, clerical aptitude, resourcefulness, and ability to maintain discipline, tact, courtesy, and good judgment.

Certification Requirements:

High School Graduate

Reports to:

Building Principal

Length of Work Year:

10 Months

Specific Duties and Responsibilities:

- Supervises bus arrival and dismissal, lunchroom, playgrounds and corridors.
- Prepares learning materials as directed by the teacher.
- Photocopies and collates printed materials.
- Reads to individual or small group projects.
- Helps students with learning tasks under teacher's supervision.
- Supervises individual or small group projects.
- Assists on field trips.
- Collects permission forms and lunch money.
- Handles lunch count, attendance and makes arrangements for field trips.
- Collects permission forms and lunch money.
- Prepares charts and helps with bulletin boards.
- Gives physical assistance to younger children with coats, boots, and washing up.
- Maintains order or discipline in the temporary absence of the teacher.
- Inventories and distributes art materials and A.V. equipment.
- Performs other duties as assigned by the Building Principal, the Superintendent of Schools or his/her designee.

[*\(return to index\)*](#)



**CROTON
HARMON
SCHOOLS**

**Pupil
Personnel
Professionals**

[*\(return to index\)*](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

School Psychologist

Summary Description of Position:

The goal of the school psychologist is to help create and strengthen a positive, supportive and inviting learning environment for all children. There are many steps towards this end goal, which encompass the varied responsibilities of the school psychologist.

Certification Requirements:

School Psychologist Certification

Reports to:

Building Principal and Director Pupil Personnel Services

Length of Work Year, Week, Day:

10 Months

Specific Duties and Responsibilities:

- Evaluates individual child's learning styles and challenges based on cognitive, linguistic, perceptual, social and/or emotional skills. Evaluation materials and techniques are variable, and selected by the psychologist to fit specific children. Testing observations and results are reviewed with parents and teachers. Recommendations for support services, modifications of classroom environments and/or materials, additional evaluations, enrichment, are made.
- Provides counseling for groups and individuals. A variety of support and counseling groups are provided throughout the school year for children experiencing a range of social and/or emotional challenges. The groups are designed to help children learn to deal more effectively with ongoing problems, gain an understanding of themselves, their families, and their relationship to peers.
- Sets agenda for and utilizes the building-level At-Risk Team to identify student needs and make recommendations for the allocation of resources.
- Consults with classroom teachers, support staff and parents is an essential aspect of the role and function of the school psychologist. Individual children are discussed with the classroom teacher, observations made and brainstorming sessions. Discussions involve ways of modifying the classroom environment to meet the needs of individual children, or the class as a whole. Class lessons may be developed to help foster a caring and supportive class environment and to help develop cooperation with teachers and peers. Consultations with

[*\(return to index\)*](#)

parents are provided to discuss their concerns related to homework, social issues, discipline, family crisis, etc.

- Keeps abreast of research pertaining to child development, neuropsychological issues, new tests and measurements, etc. and shares information with staff and parents.
- Maintains reference articles on specific issues for use by staff and parents.
- Delivers programs such as Child Abuse and Abduction Prevention in classrooms throughout the year.
- Supervises the Standardized Testing Program at the elementary school level.
- Supervises the Kindergarten Screening Program at the elementary school level. Statistics are generated and recommendations for support services for kindergarten children based on screening results are made.
- Screens students who are entering the schools. The psychologist academically screens each new incoming student and coordinates screening information with class placement decisions.
- Coordinates Child Study Team referrals and case study presentations.
- Administers tests and other evaluative instruments within the school building.
- Participates as a member of the Committee on Special Education. Participates in annual review of classified children and makes visitations to out of district programs, conducts annual review of classified students mainstreamed within the school building.
- Participates in faculty and community programs.
- Develops curriculum, particularly related to areas of mental health.
- Performs other duties as assigned by the Building Principal, Director of Pupil Personnel Services or the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

School Nurse

Summary Description of Position:

The school nurse provides immediate general first aid to the students, staff, and visitors at the school. She reviews immunization and physical exam records and arranges school physicals for students and staff as required by school policy for those who do not choose to be examined by a private physician. She provides mandatory screenings as required by law and dispenses medication to students as indicated by the doctor's prescription. The school nurse keeps the Building Principal and the Superintendent well-informed about building and student health and wellness issues. She communicates with parents and teachers concerning student health.

Certification Requirements:

Licensed Registered Nurse

Reports to:

Building Principal and Director Pupil Personnel Services

Length of Work Year:

10 Months

Specific Duties and Responsibilities:

- Administers first aid and emergency treatment to students, employees, and visitors utilizing the protocols established by the State and District, when necessary.
- Notifies parents/guardians of illness or injury, as needed.
- Arrange transportation of sick or injured students, employees, or visitors to hospital, as needed.
- Dispenses medication as needed.
- Reviews and keeps records in accordance with state and local protocols.
- Performs mandated screening, such as visual, auditory, scoliosis.
- Assists the school physician with student physicals.
- Orders and maintains inventory, oversees the storage of first aid and related health supplies and equipment.
- Is responsible for attendance recording.

[*\(return to index\)*](#)

- Serves as a member of the building Child Study Team.
- Implements policy on exclusion and re-admission of students in connection with infectious and contagious diseases.
- Attends in-service training programs.
- Assists school personnel in maintaining sanitary standards in schools.
- Performs other duties as assigned by the Building Principal, Director Pupil Personnel Services and the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Guidance Counselor, High School

Summary Description of Position:

Guidance counselors coordinate educational programs and provide guidance to counsees enabling them to successfully work through those social, emotional, and academic issues common to their developmental stage. School counselors work in a cooperative relationship with parents, teachers and other professionals as they guide young people through a planned course of study appropriate to their individual needs, interests and long-range objectives. School counselors administer and interpret tests, surveys, inventories and assessments to assist students in understanding more about themselves and the options that will be available to them in the world beyond school.

Certification Requirements:

New York State Guidance Counselor

Reports to:

Director, Pupil Personnel Services and Building Principal

Length of Work Year:

10 months

Specific Duties and Responsibilities:

- Counsels students, both individually and in group settings, on matters related to personal and academic areas.
- Meets with parents, both individually and in group settings, on matters related to the personal and academic development of their child.
- Assists in the student scheduling process.
- Consults with building administration in the master schedule development.
- Advises administration on the impact of curriculum and academic practices.
- Consults with outside agencies and personnel on matters relating to counsees.
- Prepares transcripts or other records for exiting students.
- Registers students new to the school and orients them to school procedure and programs. Prepares a screening report of student's previous experiences and arranges and follows up on a program of study for each student.
- Keeps abreast of the progress of all students by consulting with teachers and reviewing interim reports and report cards. Arranges appropriate conferences and changes as necessary.

[*\(return to index\)*](#)

- Presents students to the Child Study Team for referral to the psychologist, social worker, Committee on Special Education and other appropriate personnel when circumstances warrant.
- Coordinate securing work and tutor for students who are sick or suspended.
- Adjust individual student programs when there are schedule conflicts, failed courses, special needs, or changes in educational or vocational plans.
- Meets with students and parents individually and in groups each year to help them select appropriate courses for the succeeding year.
- Meets with students and parents individually and in groups to help them plan and prepare for after high school — educationally and vocationally.
- Plans and conducts programs for parents to share information about how to help students plan a high school course of study, post high school options, how to prepare for college, and other appropriate topics.
- Is available to students and former students who request counseling assistance.
- Initiates parent conferences and meets with parents as requested, including evening and early meetings.
- Participates in meetings with parents of resource rooms and other special education students to discuss the Individualized Educational Plan of each such student.
- Participates in meetings of the Pupil Personnel Department, Building Faculty, Child Study Team, and Committee on Special Education.
- Meets and communicates with other professionals and persons who are involved with our students and programs:
 - Representatives from colleges and schools
 - Teachers and administrators
 - School and community committees
 - Private therapists working with individual students
 - Department of Social Services, Probation Department, and other agencies
 - TECH Personnel
 - TAP Personnel
 - Middle School Guidance Counselor
- Reviews and interprets standardized test results and student records to student, parents, and staff members.
- Maintains up to date results of RCT, Regents and Advanced Placement exams.
- Maintains student records and protects their confidentiality.
- Prepares the Honor Roll lists each quarter.
- Collects data from students on course choices for input into the master schedule. Works with students, parents, teachers, and administrators to ensure the most appropriate program possible.
- Prepares records and writes letters of recommendation for seniors, graduates, students applying to college, transferring to other public and private schools, and as otherwise needed.
- Completes applications for admission to BOCES programs. Follows up on placement and progress.
- Computes averages and class rank for juniors and seniors.

[\(return to index\)](#)

- Prepares data for senior transcripts.
- Makes arrangements for the administration and scoring of various group standardized tests (PSAT, SAT, and AP). Provides information and helps students to make decisions concerning appropriate college admissions tests.
- Suggests possible specific college programs for student exploration. Keeps abreast of new programs and facilities available to all students after high school. Participates in the admission of each student to an appropriate program beyond high school.
- Conducts an orientation program for incoming ninth graders.
- Participates in activities regarding high school graduation, certification, diplomas, and awards.
- Reviews final report cards, makes necessary corrections on proof sheets.
- Communicates with students that have failed subjects or Regents exams in June and assists with planning for summer courses or other action.
- Participates on special committees and associations of guidance counselors. Attends conferences and workshops for professional growth.
- Prepares statistics on student test data.
- Update school profile each year.
- Update Junior/Senior College handbook.
- Update Junior/Senior Learning Disabled College Handbook.
- Publish Guidance Newsletter (Counselor Communication), at least three times per year.
- Help facilitate school wide comprehensive School to Career Program.
- Set up and maintain College and Career Center in the guidance office.
 - College Catalogues
 - Video Library
 - Computer Software
- Review, publish, and distribute constantly updated scholarship newsletter.
- On-going computer training to maximize use of new software.
- Visit CHAP groups, periodically, to keep students educated about their growth and future educational goals.
- Attend conferences to keep abreast of Financial Aid information and procedures.
- Performs other related responsibilities and tasks as assigned by the Superintendent, Building Principal or the Director of Pupil Personnel Services.

[\(return to index\)](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Guidance Counselor, Middle School

Summary of Description of Position:

Guidance counselors coordinate educational programs and provide guidance to counselees enabling them to successfully work through those social, emotional, and academic issues common to their developmental stage. School counselors work in a cooperative relationship with parents, teachers and other professionals as they guide young people through a planned course of study appropriate to their individual needs, interests and long-range objectives. School counselors administer and interpret tests, surveys, inventories and assessments to assist students in understanding more about themselves and the options that will be available to them in the world beyond school.

Certification Requirements:

New York State Guidance Counselor

Reports to:

Director, Pupil Personnel Services and Building Principal

Length of Work Year:

10 months

Specific Duties and Responsibilities:

- Counsels students, both individually and in group settings, on matters related to personal and academic areas.
- Meets with parents, both individually and in group settings, on matters related to the personal and academic development of their child.
- Prepares students to successfully make the transition from middle school to high school.
- Conducts articulation programs (between grades 5 and 6; between grades 8 and 9).
- Assists in the student scheduling process.
- Consults with building administration in the master schedule development.
- Advises administration on the impact of curriculum and academic practices.
- Consults with outside agencies and personnel in matters relating to counselees,
- Prepares transcripts or other records for exiting students.
- Registers students new to the school and orients them to school procedure and programs. Prepares a screening report of student's previous experiences

[*\(return to index\)*](#)

- and arranges and follows up on a program of study for each student.
- Keeps abreast of the progress of all students by consulting with teachers and reviewing interim reports and report cards. Arranges appropriate conferences and changes as necessary.
 - Presents students to the Child Study Team for referral to the psychologist, social worker, Committee on Special Education and other appropriate personnel when circumstances warrant.
 - Coordinates securing work and tutors for students who are sick or suspended.
 - Adjusts individual student programs when there are schedule conflicts, failed courses, special needs or changes in educational or vocational plans.
 - Meets with students and parents individually and in groups each year to help them select appropriate courses for the succeeding year.
 - Meets with students and parents individually and in groups to help them plan and prepare for high school.
 - Plans and conducts programs for parents to share information about how to help students plan a high school course of study and other appropriate topics for middle school students and parents.
 - Is available to students who request counseling assistance.
 - Initiates parent conferences and meets with parents as requested, including evening and early meetings.
 - Participates in meetings with parents of resource rooms and other special education students to discuss the Individualized Education Plan of each such student.
 - Participates in meetings of the Pupil Personnel Department, Building Faculty, Child Study Team, and Committee on Special Education.
 - Teachers and administrators
 - School and community committees
 - Private therapists working with individual students
 - Department of Social Services, Probation Department, and other agencies
 - High School guidance counselors
 - Reviews and interprets standardized test results and student records to student, parents, and staff members.
 - Maintains up-to-date results of Regents exams.
 - Maintains student records and protects their confidentiality.
 - Prepares the ACES (Academic, Citizenship, Effort) list each quarter.
 - Prepares records and writes letters of recommendation for students transferring to other public and private schools, and as otherwise needed.
 - Completes applications for admission to BOCES programs. Follows up on placement and progress.
 - Makes arrangements for the administration and scoring of various group standardized tests
 - Conducts an orientation program for incoming fifth graders.
 - Participates in activities regarding the transition of fifth graders to middle school and eighth graders to high school, including transition planning,

[\(return to index\)](#)

orientation, awards and diplomas.

- Reviews final report cards, makes necessary corrections on proof sheets.
- Communicates with students who are behind in their academic work and assists with planning for summer courses or other action.
- Participates on special committees and associations of guidance counselors. Attends conferences and workshops for professional growth.
- Prepares statistics on student test data.
- Plans special grade level and school wide events (i.e., dances, community service, awards ceremony, speakers).
- Write articles for the middle school newsletter.
- On-going computer training to maximize use of new software.
- Attend conferences to keep abreast of counseling 'best practices' for middle school students.
- Performs other related responsibilities and tasks as assigned by the Building Principal, the Director of Pupil Personnel Services or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Guidance Counselor, Elementary School

Summary of Description of Position:

Guidance counselors coordinate educational programs and provide guidance to counselees enabling them to successfully work through those social, emotional, and academic issues common to their developmental stage. School counselors work in a cooperative relationship with parents, teachers and other professionals as they guide young people through a planned course of study appropriate to their individual needs, interests and long-range objectives. School counselors administer and interpret tests, surveys, inventories and assessments to assist students in understanding more about themselves and the options that will be available to them in the world beyond school.

Certification Requirements:

New York State Guidance Counselor

Reports to:

Director, Pupil Personnel Services and Building Principal

Length of Work Year:

10 months

Specific Duties and Responsibilities:

- Counsels students, both individually and in group settings, on matters related to personal and academic areas.
- Meets with parents, both individually and in group settings, on matters related to the personal and academic development of their child.
- Prepares students to successfully make the transition from middle school to high school.
- Conducts articulation programs (between grades 5 and 6; between grades 8 and 9).
- Assists in the student scheduling process.
- Consults with building administration in the master schedule development.
- Advises administration on the impact of curriculum and academic practices.
- Consults with outside agencies and personnel in matters relating to counselees,
- Prepares transcripts or other records for exiting students.
- Registers students new to the school and orients them to school procedure and programs. Prepares a screening report of student's previous experiences

[*\(return to index\)*](#)

- and arranges and follows up on a program of study for each student.
- Keeps abreast of the progress of all students by consulting with teachers and reviewing interim reports and report cards. Arranges appropriate conferences and changes as necessary.
 - Presents students to the Child Study Team for referral to the psychologist, social worker, Committee on Special Education and other appropriate personnel when circumstances warrant.
 - Coordinates securing work and tutors for students who are sick or suspended.
 - Adjusts individual student programs when there are schedule conflicts, failed courses, special needs or changes in educational or vocational plans.
 - Meets with students and parents individually and in groups each year to help them select appropriate courses for the succeeding year.
 - Meets with students and parents individually and in groups to help them plan and prepare for high school.
 - Plans and conducts programs for parents to share information about how to help students plan a high school course of study and other appropriate topics for middle school students and parents.
 - Is available to students who request counseling assistance.
 - Initiates parent conferences and meets with parents as requested, including evening and early meetings.
 - Participates in meetings with parents of resource rooms and other special education students to discuss the Individualized Education Plan of each such student.
 - Participates in meetings of the Pupil Personnel Department, Building Faculty, Child Study Team, and Committee on Special Education.
 - Teachers and administrators
 - School and community committees
 - Private therapists working with individual students
 - Department of Social Services, Probation Department, and other agencies
 - High School guidance counselors
 - Reviews and interprets standardized test results and student records to student, parents, and staff members.
 - Maintains up-to-date results of Regents exams.
 - Maintains student records and protects their confidentiality.
 - Prepares the ACES (Academic, Citizenship, Effort) list each quarter.
 - Prepares records and writes letters of recommendation for students transferring to other public and private schools, and as otherwise needed.
 - Completes applications for admission to BOCES programs. Follows up on placement and progress.
 - Makes arrangements for the administration and scoring of various group standardized tests
 - Conducts an orientation program for incoming fifth graders.
 - Participates in activities regarding the transition of fifth graders to middle school and eighth graders to high school, including transition planning,

[\(return to index\)](#)

orientation, awards and diplomas.

- Reviews final report cards, makes necessary corrections on proof sheets.
- Communicates with students who are behind in their academic work and assists with planning for summer courses or other action.
- Participates on special committees and associations of guidance counselors. Attends conferences and workshops for professional growth.
- Prepares statistics on student test data.
- Plans special grade level and school wide events (i.e., dances, community service, awards ceremony, speakers).
- Write articles for the middle school newsletter.
- On-going computer training to maximize use of new software.
- Attend conferences to keep abreast of counseling 'best practices' for middle school students.
- Performs other related responsibilities and tasks as assigned by the Building Principal, the Director of Pupil Personnel Services or his/her designee.

ROTON HARMON SCHOOL DISTRICT

Title of Position:

Speech and Language Therapist

Summary Description of Position:

To help reduce or eliminate speech and hearing impairments that interfere with the individual student's ability to derive full benefit from the district's educational program.

Certification Requirements:

NYS Certification in Speech and Language

Reports to:

Director of Pupil Personnel Services

Length of Work Year:

10 Months

Specific Duties and Responsibilities:

- Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
- Provides a therapeutic program to meet individual needs of speech and hearing impaired children.
- Assists and guides teachers in observing, describing, and referring to suspected and identified speech and language impairments.
- Provides a thorough assessment and diagnosis of speech, voice, hearing, and language impairments.
- Provides screening to identify speech-impaired children at regular intervals and at specified levels.
- Assists in proper referrals of individuals to agencies and specialists in the community as appropriate.
- Provides individualized programs of therapy to meet individual students' needs and correct speech or language impairments.
- Collaborate with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
- Provides information, support, and counseling to parents and families when appropriate.
- Provides in-service education and serves as a consultant to teachers and school staff members on topics concerning speech improvement.
- Keeps thorough ongoing records for the individual student receiving therapy or

[*\(return to index\)*](#)

other school provided speech services.

- Maintains lists of referred, screened and eligible students, as well as a directory of outside agencies, consultants, specialists and related services.
- Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
- Prepares and administers the annual budget for speech therapy services.
- Performs other duties as assigned by the Director of Pupil Personnel Services, the Superintendent of Schools or his/her designee.

CROTON HARMON SCHOOL DISTRICT

Title of Position:

Occupational Therapist

Summary Description of Position:

Provide occupational therapy services to develop and/or maintain adaptive skills to achieve maximal physical and mental functioning: does related work as required.

Under the general supervision of a medical consultant or other certified personnel and the school principal, an incumbent in this class is responsible for providing occupational therapy in conjunction with a physician's diagnosis and prescription to facilitate rehabilitation of those students whose physical and/or motor disabilities interfere with their ability to experience maximum growth in an educational setting.

Certification Requirements:

Graduation from a recognized college or university with a Bachelor's Degree in Occupational Therapy or a Master's Degree in Occupational Therapy. Possession of a license in Occupational Therapy granted by the Education Department of New York State: Current registration of Occupational Therapy License.

Reports to:

Director of Pupil Personnel Services

Length of Work Year, Week, Day:

10 Months

Specific Duties and Responsibilities:

- Evaluates the level of function of the student and plans an appropriate occupational therapy program.
- Instructs in self-help activities such as basic skills of eating, dressing, personal grooming, toileting, mobility, object manipulation and communication.
- Assist students in developing appropriate visual motor skills to enhance eye-hand coordination.
- Plans program involving activities, such as practice in function, prevocational, vocational, and homemaking skills and activities of daily living for students to attain maximum independence within the educational setting.
- Works with students to enhance level of functioning in the areas of visual, auditory, somatosensory perception to improve academic performance.
- Uses activities to assist emotionally handicapped students to improve

[*\(return to index\)*](#)

interpersonal relationships and encourage socially acceptable behavior.

- Evaluates students' progress and maintains appropriate documentation.
- Completes appropriate IEP documents on all students involved in therapy.
- Participates in the educational planning and placement meetings for students involved in therapy.
- Serves as the liaison with referral sources (i.e., medical clinics, community agencies).
- Instructs students, faculty and family in the dynamics of the program, so all will understand the goal of the therapy.
- Performs other duties as assigned by the Director of Pupil Personnel, the Superintendent of Schools or his/her designee.

CROTON HARMON SCHOOL DISTRICT

Title of Position:

Occupational Therapy Assistant

Summary Description of Position:

Under the direct supervision of an Occupational Therapist, this is a skilled sub-professional position involving the application of occupational therapy treatment to multi-handicapped students. Student progress and observations are reported to the Occupational Therapist who modifies the treatment to promote maximum rehabilitative and restorative measures. Does related work as required.

Certification Requirements:

Possession of a certification and current registration to practice as an Occupational Therapy Assistant; issued by the New York State Education Department, or possession of a license and current registration as an Occupational Therapist, issued by the New York State Education Department.

Reports to:

Director of Pupil Personnel Services

Length of Work Year, Week, Day:

10 Months

Specific Duties and Responsibilities:

- Carries out occupational therapy procedures by working with students individually or in groups to provide treatment of a disability and training in the activities of daily living.
- Confers with an Occupational therapist regarding all facets of student care.
- Provides training in self-care activities to students and uses varied media to improve their physical or mental functioning.
- Assists in the development of treatment protocols.
- Assists in the selection of appropriate activities for each student.
- Prepares and sets up occupational therapy treatment apparatus.
- Participates with other personnel in the formulation of the students' total health care plan.
- Observes, records and reports the reactions of students to occupational therapy treatment and programs.
- Records notes on each student's progress in occupational therapy activities.
- Attends staff meetings.

[\(return to index\)](#)

- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.
- May perform other incidental tasks, as needed.



**CROTON
HARMON
S C H O O L S**

**Clerical
Staff**

[\(return to index\)](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Secretary to the Superintendent of Schools (Confidential Classification)

Summary Description of Position:

The expertise of an executive secretary is required, and the person in this position functions as a true administrative assistant. The Secretary to the Superintendent should represent the school district favorably. A clear sense of direction of purpose in daily activities should be demonstrated. Accurate and efficient attention to details in completing assignments is essential.

Reports to:

Superintendent of Schools

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Takes dictation and word processes correspondence.
- Drafts and/or edits correspondence, reports, etc., for Superintendent's signature.
- Copies extensive correspondence, reports, etc.
- Files, under subject and chronologically, outgoing and incoming mail, reports, etc. (legal, administrative, curricula, Board of Education, schools, buildings and grounds).
- Processes incoming mail - stamps, designates routing, refers to superintendent, distributes as designated.
- Obtains, gathers, and organizes data as needed.
- Places and receives telephone calls, records messages. An important part of this function is conversing with members of the community on a variety of subjects, including parents and community members who have serious concerns requiring the Superintendent's attention, realtors' inquiries, newcomers to the district, calls from neighboring school districts requesting information, Board of Education meetings, etc.
- Orders and maintains office supplies.
- Acts as receptionist for all visitors.
- Schedules appointments, informs the Superintendent of activities, maintains calendar in synchronization with Superintendent's calendar.
- Updates manuals - Commissioner's Regulations, NYSSBA, LAMPS, NSBA,

[*\(return to index\)*](#)

- Contract Analysis Books by filing pages as received.
- Handles the Superintendent's confidential matters including
 - Hiring/firing/discipline of staff and all aspects of negotiations.
- Serves as clerical support for Administrative Council, District Planning Council, District Technology Committee, Curriculum Council and other district level committees/advisory groups.
- Safety/Security liaison with Altaris
- Manages Home Schooling
- Cell phone contact with Verizon
- First point of contact for non-resident students
- Manages Driver Ed program enrollment
- Clips, pastes, copies and distributes articles on the school district or education to Board of Education, District Office administrators, and school principals. Accepts and processes articles of interest from others.
- Gathers monthly enrollment from all schools, compiles into one report for distribution to Board of Education, Principals, District Office staff, schools and in response to inquiries from various sources.
- Researches records, weekly packets, etc., to locate district historical information, establish precedents and advises the Superintendent.
- Gathers materials for real estate folders and mailings to prospective new residents. (Requires periodic updating.)
- Converses with school secretaries concerning new entrants, meetings dates, and Superintendent's requests for information.
- Prepares Board of Education packet weekly
 - a. Types Superintendent's weekly letter to Board of Education members.
 - b. Gathers and organizes enclosure material from personnel, business office, clerk, special services, etc., for inclusion in Board weekly letters.
 - c. Copies all material.
 - d. Collates enclosures.
 - e. Inserts letter with enclosures for delivery to Board at home address and to District Office administrators and places in district's files with subsequent minutes of meeting.
- Draws up appointment letters for new employees appointed by the Board of Education.
- Creates the District Calendar
- Issues K-12 Alerts
- Updates non-representative personnel benefit agreements
- Records all cash and checks that come into the District
- Maintains personnel files for all administrative staff
- Places service call on District Office equipment (except VOIP phones)
- Produces staff directory.
- Produces student directory.
- Handles all other responsibilities as assigned by the Superintendent of Schools.

[\(return to index\)](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Secretary to the Assistant Superintendent (Confidential Classification)

Summary Description of Position:

The expertise of an executive secretary is required, and the person in this position functions as a true administrative assistant. The Secretary to the Assistant Superintendent should represent the school district favorably. A clear sense of direction of purpose in daily activities should be demonstrated. Accurate and efficient attention to details in completing assignments is essential.

Reports to:

Assistant Superintendent

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Prepares New Professionals package.
- Prepares Annual Report.
- Prints and mails APPR reports and tracks acknowledgement by teachers.
- Handles the Assistant Superintendent's confidential matters including May and June letters.
- Maintains Seniority List, Probationary List and Staffing Analysis.
- Tracks teacher certifications to ensure they do not lapse and 21st day for substitutes.
- Maintain all personnel files, i.e., transcripts for teachers, all materials for clerical, custodial, lunch aides, teacher aides, and transportation employees
- Gets fingerprint clearance and prepares personnel packets for the Board of Education for new hires.
- Maintains personnel information in nVision and Aesop.
- Gather data for NYSED reports such as BEDS, Civil Rights, EEO-5, VADIR and DASA.
- Tracks employee compliance for BEDS and Global Compliance Network training.
- Updates attendance at meetings in MLP.
- Enters vacancies in OLAS.
- Manages Aesop and attendance reconciliation.
- Tracks maternity leaves.
- Works with the CTA union head for sick bank donations.
- Manages process for student teacher requests.
- Maintains spreadsheet of coaching, co-curricular and curriculum coordinator appointments.
- Sends Reassurance letters for returning annually appointed employees.
- Calculates accumulated sick, personal and vacation leave

[\(return to index\)](#)

- Drafts and/or edits correspondence, reports, etc., for Assistant Superintendent's signature.
- Make copies as needed.
- Maintains Assistant Superintendent's files and personnel files.
- Processes incoming mail and maintains a calendar.
- Orders and maintains office supplies, including for meetings.
- Handles all other responsibilities as assigned by the Assistant Superintendent.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Secretary to Assistant Superintendent for Business

Summary Description of Position:

Make sure the Business Office operates in an organized manner.

Certification Requirements:

Civil Service Test – Office Assistant Automated Systems

Reports to:

Assistant Superintendent for Business

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Serves as Secretary to the School District Assistant Superintendent for Business.
- Prepares communications for the Assistant Superintendent for Business
- Prepares required reports.
- Prepares and submits required reports
- Opens and sorts mail.
- Prepares a budget booklet.
- Types contracts between Croton-Harmon School Board and Clerical, Custodial, Administrative Unions.
- Answer telephones.
- Miscellaneous duties which must be performed in the Business Office
- Performs all other duties as assigned by the Assistant Superintendent for Business, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Secretary to Director of Pupil Personnel Services

Summary Description of Position:

Responsible for all secretarial duties necessary to carry out the coordinated program of Pupil Personnel Services.

Certification Requirements:

Senior Stenographer

Reports to:

Director of Pupil Personnel Services

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Is responsible for the computer program dealing with special education students. This includes understanding computer programming, listing, sorting, and arranging data for office use.
- Types and updates Federal programs, with which the school district is involved. This includes budgetary concerns, personnel issues, and contacts to the State Education Department. A few of the programs are Title I, Title II, Title VI, Chapter 2 and Drug Free Schools.
- Coordinates follow-up to the Committee on Preschool Special Education (CPSE). This involves contacts with Westchester County Office of Health Services, independent contractors and related service providers. This involves follow-up to substantiate that appropriate services have been initiated.
- Uses word processing for typing. Dictation is also necessary for memos, which the director deems appropriate.
- Arranges schedules and sets up agenda for Committee on Special Education and Committee on Preschool Special Education. Types minutes when these meetings are complete.
- Processes district-wide PPS requisitions and follows up on orders.
- Maintains and organizes all special education files in the DPPS office.
- Maintains a record of due process procedure compliance for each special education student.
- Types, mails and distributes copies of parents' notification of CSE and CPSE placement and/or change in placement.

[*\(return to index\)*](#)

- Distributes copies of Phase I IEP for each student.
- Duplicates and distributes all forms and materials used district-wide by special service staff members.
- Assists Business Office with checks and cash requisitions
- Performs other duties as assigned by the Director of Pupil Personnel Services, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Personnel Assistant (Confidential Classification)

Summary Description of Position:

Handles Workers Compensation, Civil Service hiring and teacher lane changes

Certification Requirements:

None

Reports to:

Assistant Superintendent for Business

Supervises the Work of:

N/A

Length of Work Year:

12 months

Specific Duties and Responsibilities:

- Prepare communications
- Xeroxing
- Process all Benefit forms for the district, which include enrollment, termination, adding dependents, address change, name changes for:
 - Health (teachers, administrators, clericals, custodians, part-time bus drivers/ monitors)
 - Dental (administrators, clericals, custodians, part-time bus drivers/monitors)
 - Vision (administrators, clericals, custodians, part-time bus drivers/ monitors)
 - Life (administrators, clericals, custodians, part-time bus drivers/ monitors)
 - Disability
- Updates and maintains Benefits module in nVision
- Attend health benefit representatives meetings at BOCES during the school year to review changes in the law regarding health plans
- Prepare invoices on a bi-weekly basis for health insurance

[\(return to index\)](#)

- Civil Service reporting to the Westchester County Department of Human Resources for clericals, custodians, part-time bus drivers, bus monitors, teacher aides, and lunch aides, which includes reporting all new appointments, leaves granted, salary changes, terminations, address changes, name changes, as well as all supporting documents
- Prepare reports for all Workers' Compensation related accidents for personnel and send same to insurance company, which includes checking attendance after a long absence and completing forms for reimbursement from the insurance company
- Prepare copies of all student accident reports; send insurance paperwork to parents when requested and report to insurance carrier
- Determine eligibility for FMLA; prepare and mail FMLA letters and track FMLA usage.
- Send emails for internal vacancies and posts external notices
- Review personnel files of teaching staff for evaluation for salary move prior to review by the Assistant Superintendent, checking to verify prior approval form has been completed (now using Salary tracker)
- Prepare letters to be sent to teachers after a lateral move has been approved by the Assistant Superintendent
- Maintain a binder of Certificates of Insurance (verifying that a certificate is on file when building use form is received)
- Order a certificate of Insurance when our district is requesting use of a building or field outside of the Croton School District
- Prepare required reports
- Forward completed retirement applications to the Teachers Retirement System after being notarized
- Perform any duties asked by the Assistant Superintendent for Business and any other District Office Administrative staff member

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Database Analyst

Summary Description of Position:

Under the supervision of the Director of Technology or a high level administrator, an incumbent of this position assists and participates in the support, development and maintenance of the database applications for the school district. Incumbent provides administrative support of the student information system: will enter, edit and maintain data; assist staff, students and parents to utilize the features of the application programs.

Certification Requirements:

None

Reports to:

Director of Technology and Innovation

Supervises the Work of:

N/A

Length of Work Year:

12 months

Specific Duties and Responsibilities:

- Prepare communications
- Assists in ensuring all database systems are operational with accurate data
- Ensures that all application databases are on-line
- Enters, edits and maintains data in the information management system
- Sets up and maintains student, parent, teacher and staff accounts in the on-line virtual community program
- Supports district users in accessing and retrieving data on-line; trains staff, students and parents to utilize features of the programs
- Assists in maintaining security of the information posted on-line; issues codes to end users
- Reviews usage log daily to ensure the security of the systems; disables accounts when a breach in security is indicated
- Extracts data to produce reports for the Director, New York State, Superintendent, School Board, etc.

[\(return to index\)](#)

- Provides basic help desk support to end users, troubleshooting client/server database problems
- Orders supplies and maintains hardware and software inventory for department
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Administrative Assistant (Confidential Classification)

Summary Description of Position:

Serve as primary secretary to the Assistant Superintendent of Business.

Certification Requirements:

None

Reports to:

Assistant Superintendent for Business

Supervises the Work of:

N/A

Length of Work Year:

12 months

Specific Duties and Responsibilities:

- Assist with preparation of documents for school district borrowing
- Assist with annual external and other audits
- Assist with preparation of annual financial reports for the State
- Attend Board of Education meetings, as needed, and various committee meetings, and help prepare material for same
- Assist with the preparation of the annual budget and the administration of grants
- Assist with matters relating to food service, transportation, facilities, insurance, construction and human resource functions
- Participate in the preparation and dissemination of non-educational procedures and protocols
- Assist with residency
- Other duties and projects as assigned
- Performs internal administrative tasks, e.g., reviewing payroll records, monitoring contract payments and preparation of departmental budget to reflect current staffing needs;
- Assists with developing and implementing administrative policies/procedures to ensure compliance with federal, state and county rules and regulations;

[\(return to index\)](#)

- Assists in the preparation and review of financial and state reports, annual budget and other documents as required by federal and state regulations;
- May coordinate departmental grants, develop and implement contracts, special funding projects, fundraisers, etc., prepares required reports thereon;
- Assists Business Office staff with difficult operations to ensure timely completion of work;
- May act as liaison between departments;
- Acts as a trouble shooter by analyzing data, preventing and resolving complex problems for subordinates, supervisors and other employees within the department or unit;
- Supervises and maintains records of operational expenses and revenue to provide data to forecast spending patterns;
- Establishes priorities and coordinates work activities to meet deadlines;
- Recommends changes in methods, procedures and organization to increase efficiency in unit operations;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;
- May perform other incidental tasks, as needed.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Secretary to Principal

Summary Description of Position:

Performs a wide variety of advanced level clerical duties using automated systems; does related work as required. Under general supervision, an incumbent of this class performs a wide variety of tasks providing clerical and office support to higher level supervisory personnel. This position requires a full range of skills in the operation of automated systems equipment, maximizing equipment capability in compiling statistical information for various reports, setting up and maintaining automated records and filing systems. Duties cover the more difficult aspects of automated systems, such as file creation and manipulation, and/or advanced text processing. A high degree of initiative and independent action is required to ensure the timely and accurate processing of the workflow. Supervision may be exercised over lower level clerical staff.

Certification Requirements:

Civil Service Test - Senior Office Assistant (Automated Systems)

Reports to:

Principal

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Types for the Principal, all correspondence to staff, parents, students, etc., from copy, Dictaphone, dictation at computer.
- Handles Principal's phone calls and correspondence.
- Keeps the Principal's appointment book.
- Prepares a daily calendar for the Principal.
- Compiles, types, copies and distributes daily newsletter and weekly schedule of events.
- Keeps Principal's mileage expenses and petty cash expenditures on Excel.
- Handles petty cash reimbursements to staff.
- Reserves use of building by both employees and outside groups and distributes appropriate building use forms.
- Assigns continuing education classrooms and handles required clerical work.
- Keep a yearly calendar of building use.
- Orders main office supplies

[\(return to index\)](#)

- Is in charge of computer, copy machine and fax machine repairs in the Main Office.
- Assists other employees (both in CHHS and other buildings) in word processing, database, spreadsheets, etc.
- Arranges BOCES workshops for staff.
- Creates, reproduces and mails invitations to Awards Ceremony and Graduation.
- Is fully responsible for organizing Awards Ceremony and Graduation presentations, contacting donors, processing payments, buying bonds, preparing scripts and award packets, creating award certificates, organizing awards meetings, etc.
- Revises and types student and teacher handbooks.
- Creates opening of school materials for teachers and parents.
- Schedules Principal's meetings with staff.
- Prepares materials for Back-to-School Night.
- Prepares and distributes Employee Status and Tentative Teaching Assignment letters to staff.
- Schedules goal appointments for teachers, types the teacher goals, observations and evaluations.
- Creates agenda for Principal's meetings.
- Assists Assistant Principal in use of software programs and clerical work.
- Enters data into automated systems equipment using internally stored systems and procedures to produce correspondence, forms, reports, statistical information, and other data.
- Sets up automated filing systems on automated systems equipment for the storage and retrieval of data input.
- Maintains accurate and complete records and files.
- Provides general administrative support services to enhance the operation of the office to which the incumbent is assigned.
- Maintains appointment calendar for professional staff.
- Receives, screens, reviews, and verifies papers and documents.
- Opens, sorts, and reads incoming mail and answers incoming correspondence.
- May requisition or maintain office supplies in accordance with established procedures.
- Assembles and forwards reports and forms to the appropriate department or personnel.
- May write and/or devise database programs to produce copy.
- Independent research for information and/or data.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of simple office machines, such as photocopy machine, adding machine, fax machine, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Answers telephones, is familiar with voice mail, and uses district wide email for communication.
- Performs other duties as assigned by the Principal, Superintendent of Schools or his/her designee.

[\(return to index\)](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Bookkeeper / Deputy Treasurer

Summary Description of Position:

Assist District Treasurer's duties and obligations, in addition to assume other duties customary to the business office.

Certification Requirements:

Civil Service Test - Bookkeeper

Reports to:

Assistant Superintendent for Business

Length of Work:

12 months

Specific Duties and Responsibilities:

- Responsible for entering and maintaining cash receipt journals for respective funds
- Process bank reconciliation monthly
- Assist in coding in chart of accounts
- Assist with NYS Child Nutrition filing monthly (school lunch program)
- Central Treasurer of Extraclassroom Activities (Student Activity Funds – Clubs) following NYS guidelines, including communication with club advisors and officers throughout the school year
- Affordable Care Act tracking and reporting
- Medicaid Cost Report annual filing
- Tracking and reporting of Fixed Assets
- Account receivables, collections and billing of retiree health insurance contribution, building / field use, out of district tuition and grants
- Tracking of out of district health and welfare services
- Tracking and accessing tax certiorari filings for payment and reserve funding at year end
- Filing of NYS Sales & Use Tax for CHUFSD and SAF
- Negotiate and maintain lease for copier fleet and postage machine
- Coordinate NYS E-Rate filings
- Assist with internal / external auditors
- Provides information and assists with budget development and negotiations
- Collecting, assessing and payment of BOCES services; cross contract and direct

[*\(return to index\)*](#)

services

- Serves as back up for District Treasurer, Payroll Clerk and Purchasing / Accounts Payable Clerk
- Assist with Budgeting
- Maintaining budget appropriation status including processing budget transfers
- Assists in preparing the ST-3 (annual financial report)
- Performs independent research for information and/or data.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of office machines, such as photocopier machine, adding machine, fax machines, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Reads incoming mail, assembles files, and other materials.
- Sorts, indexes, and files materials.
- Answers telephones, is familiar with voicemail, and uses district email for communication.
- Coordinates with outside agencies to sell obsolete fixed assets.
- Updates and maintains nVision Benefits module.
- Point person for Scarsdale Security and codes
- Point person for internal telecommunication Remote Maintenance Service and IP phones
- Performs other duties as assigned by the Assistant Superintendent for Business, the Superintendent of Schools or his/her designee.

[\(return to index\)](#)

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Senior Account Clerk/Bookkeeper - Assistant Deputy Treasurer

Summary Description of Position:

All ledgers, receipts, etc., to be entered into the financial software system.

Certification Requirements:

Civil Service Test Senior Account Clerk

Reports to:

Assistant Superintendent for Business

Length of Work:

12 months

Specific Duties and Responsibilities:

- Responsible for entering and maintaining of:
 - Cash receipt journals
 - General funds (checking, MM, class), including expense and appropriation records
 - Trust Fund (8 individual accounts)
 - Agency Fund (checking, MM)
 - Lunch Fund
 - Payroll Fund
 - Special aid fund (PH, SHP, FHI, etc.) – online description
 - Special aid fund (FFI, FFVI, SHP, FFII, etc.) – hardcopy description
 - Capital Fund (checking, MM)
 - Various funds - long-term, debt, etc.

- Makes periodic reports to superior concerning financial conditions.
- Performs or assists in reconciliation of bank and bond accounts.
- May supervise and support the work of clerical assistants assigned to the particular office.

- Performs or assists in the coding of accounts.
[\(return to index\)](#)

- Balances and summarizes accounts each month. Cash disbursement journals are maintained and posted to the general ledger for:
 - General Fund
 - Trust & agency
 - Lunch Fund
 - Special aid fund (1.1-I, FFVI, SHP, FFII, etc.) – online description
 - Special aid fund (FFI, FFVI, SHP, FFII, etc.) – hardcopy description
 - Capital Fund
 - Small various funds
- Maintains a monthly report showing the weekly revenue and expenditure to be entered on computer as backup for reports that are sent to the state for milk reimbursement.
- Maintains individual analysis of each special aid fund showing every expenditure (vendors, purchase orders, check number, amount, and the code the state has set up for this program). Also, all revenue pertaining to this project must be documented. In addition, a final report has to be prepared and submitted to the State of New York.
- Maintains individual analysis for each capital project that is active. A complete set of records must be maintained so that reports can be submitted to the State for building aid on a timely basis.
- Balances bills.
 - All due to/due froms monthly between the funds.
 - Premiums to our retirees, on a quarterly basis, those on leave of absence, etc. All accounts receivable billing, e.g., tuition, use of billing, sub reimbursement, etc.
 - Serves as back up for accounts payable and payroll.
 - Prepares and balances books for year and prepares the ST-3 (annual financial report) for the Assistant Superintendent for Business to interface with state aid.
- Responds to inquiries made by the NYS Education Department.
- Performs independent research for information and/or data.
- Maintains records and files.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of office machines, such as photocopier machine, adding machine, fax machines, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Reads incoming mail, assembles files, and other materials.
- Sorts, indexes, and files materials.
- Answers telephones, is familiar with voicemail, uses district email for communication.
- Coordinates with outside agencies to sell obsolete fixed assets.
- Updates and maintains WinCap Benefits module.

[\(return to index\)](#)

- Point person for Scarsdale Security and codes
- Point person for Annese Remote Maintenance Service and IP phones
- Performs other duties as assigned by the Assistant Superintendent for Business, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Payroll Clerk

Summary Description of Position:

Performs specialized clerical work in connection with payrolls; does related work as required. Under general supervision, an incumbent of this position prepares payrolls and maintains a payroll records file and attendance records for all employees as to rate of pay, deductions, and other information necessary for compilation of payrolls. This position involves considerable contact with district employees. Supervision may be exercised over a small number of employees assisting with the payroll work.

Certification Requirements:

Civil Service Test — Payroll Clerk

Reports to:

Assistant Superintendent for Business

Services Length of Work:

12 Months

Specific Duties and Responsibilities:

- Prepares payroll or payroll worksheets for each employee based upon payroll record cards or an automated record system.
- Using a manual or automated system, maintains a complete payroll and attendance record for each employee, including all payroll deductions such as for health insurance, social security tax, income tax, savings bonds, group insurance, union dues, garnishments, retirement, loans, etc.
- Initiates or is provided with information pertaining to all appointments, salary increases, promotions, resignations, terminations, leaves of absences without pay, and any other changes affecting the payroll.
- Examines and checks payroll deductions.
- Completes forms and responds to requests for payroll and attendance data for retirement system, unemployment, disability claims, etc.
- Answers inquiries concerning payroll and personnel procedures either verbally, electronically, or by correspondence.
- Plans work to meet payroll schedules.
- Calculates periodic reports as to deductions for social security, income taxes, health insurance, retirement, etc. Remits all withheld amounts to appropriate

[*\(return to index\)*](#)

- government agencies or vendors on a timely basis.
- Reconciles payroll T & A accounts on a monthly basis.
- Prepares and maintains records for annual audit and in accordance with SARA guidelines.
- Prepares payroll reports periodically and upon request.
- Sorts and distributes paychecks.
- Processes civil service papers and/or health insurance claims and maintains records thereof, as assigned.
- Prepares annual W-2 and associated remittances for calendar and fiscal year end.
- Independent research for information and/or data.
- Maintains records and files.
- Enters new vendors.
- Contact person for ERS and TRS.
- Point person for AFLAC.
- Point person for employment verification.
- Creates badges for new employees and replaces non-working badges.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of simple office machines, such as photocopier machine, adding machine, fax machine, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Reads incoming mail, assembles files, and other materials.
- Sorts, indexes, and files material.
- Answers telephones, is familiar with voicemail, uses district email for communication.
- Performs other duties as assigned by the Assistant Superintendent for Business, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Purchase Clerk/Payables Clerk

Summary Description of Position:

Compiles information and records to prepare purchase orders for procurement of equipment, supplies, or other services utilized by a school district; does related work as required. Under general supervision of the Purchasing Agent, this specialized clerical work involves the processing of purchase orders. This position involves considerable contact with school employees, vendors, and supervisors. Responsible for the processing of vendor payments, including printing and mailing checks. Answers vendor's inquiries. Communicates cash needs to the treasurer. Prepares 1099s and remittance reports.

Certification Requirements:

Civil Service — Purchase Clerk

Reports to:

Assistant Superintendent for Business

Length of Work Year:

12 Months

Specific Duties and Responsibilities:

- Compiles purchase requests.
- Prepares, types, and copies specifications for all supplies, equipment, and services.
- Maintains a directory of vendors.
- Collates specifications and mails them to prospective vendors.
- Tabulates bids received and summarizes information per specification.
- Determines lowest bidder and recommends awarding of bid to same.
- Discusses questions as to awarding bids with the supervisor.
- Prepares purchase orders from requests and distributes copies of the same to vendors and offices involved.
- Sets up new vendors in the system and maintains a current database of vendors.
- Schedules and inputs information to produce vendor checks.
- Prepares data for audit by internal auditors.
- Prepares and maintains records for annual audit and in accordance with SARA guidelines.

[*\(return to index\)*](#)

- Maintains adequate supplies of forms related to purchasing.
- Orders office supplies for the District Office.
- Inputs appropriation transfers and answers inquiries related to budget status.
- Answers inquiries concerning payables either verbally, electronically, or by correspondence.
- Prepares vendor and payment reports periodically and upon request.
- Checks prices of supplies from catalogues, or price lists from various vendors.
- Does independent research for information and/or data.
- Maintains records and files.
- System administrator for WinCap.
- Purchases textbooks for non-public school students.
- Coordinates pickup/return of textbooks for non-public school students.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of simple office machines, such as photocopier machine, adding machine, fax machine, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Reads incoming mail, assembles files, and other materials.
- Sorts, indexes, and files material.
- Answers telephones, is familiar with voice mail, and uses district wide email for communication.
- Performs other duties as assigned by the Assistant Superintendent for Business, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Treasurer

Summary Description of Position:

Under general supervision of the Board of Education and/or the Superintendent of Schools, performs responsible financial record keeping for the school district as mandated by State Education Law. The incumbent of such a position is required to submit periodic reports to the Board who formulates the financial policies of the District.

Certification Requirements:

Non-Classified

Reports to:

Assistant Superintendent for Business

Length of Work Year:

12 Months – hours vary

Specific Duties and Responsibilities:

- Custodian of all monies belonging to the District.
- Implements and controls the adopted school budget.
- Received District's funds from various levels of government and other sources, and deposits same in the bank designated by the Board.
- Signs all checks issued by the District.
- Maintains bond register and/or records of funds borrowed by the District.
- Submits reports of the District's finances to the Board.
- Discusses accounting and financial problems with the members of the Board and with responsible officials of the District.
- Signs all checks drawn on the District's fund accounts provided that the District's Claim Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds.
- Reconciles all bank statements.
- Prepares monthly Treasurer's Report and annual ST3, Essa, Transparency, MoE, and Federal Grant filings.
- Monitors bank account balances and makes transfers when necessary.
- Maintains proper records and files of all checks, and approved payment of bills and salaries.
- Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the

[*\(return to index\)*](#)

District in an acceptable and comprehensive financial accounting of the use of its monies and financial transactions.

- Invests unneeded funds in short term investment products to maximize interest earnings.
- Responsible for all school financial transactions including Federal funds, school lunch program, special aid accounts, capital projects reporting, trust and agency accounts and field trip requests.
- Completes payroll preparation and distribution making deductions for taxes, retirement, health insurance and year end reporting.
- Responsible for receiving money from the tax collector and making deposits, reconciling canceled payroll and account payable checks with bank statements and
- Invests excess funds in short term investment products to maximize interest earnings.
- Approves federal requisitions against individual federal and state grants, prepares monthly, quarterly and final expenditure and compliance reports.
- Meets with auditors yearly for audit preparation and completion.
- Provides information and assists with budget development and negotiations
- Prepares annual salary and attendance statements for staff members and distributes/collects them.
- Conducts independent research for information and/or data as needed.
- Maintains records and files.
- Reads incoming mail, assembles files, and other materials.
- Sorts, indexes, and files material.
- Answers telephones, is familiar with voice mail, uses district email for communication.
- Performs other duties as assigned by Assistant Superintendent for Business, the Superintendent of Schools or his/her designee.
- Maintains individual analysis for each capital project that is active. A complete set of records must be maintained so that reports can be submitted to the State for building aid on a timely basis.
- Oversees clerical staff

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

District Clerk

Summary Description of Position:

Assist the Superintendent and Board of Education in whatever functions are necessary.

Certification Requirements:

Non-Classified Position

Reports to:

Board of Education/Superintendent of Schools

Length of Work Year:

12 Months, hours vary

Specific Duties and Responsibilities:

- Prepare agendas for Board of Education meetings (usually bi-weekly)
- Works with the Board of Education and Board Officers
- Records the minutes of all Board of Education meetings and the proceedings of all district meetings.
- Keeps a short-term note and bond register with all pertinent information.
- Sends out contracts and changes orders post-board meetings.
- Gives public notice of all meetings of the Board.
- Maintains BoardDocs
- Prepares, together with the Superintendent, an agenda setting forth all known items of business to be considered at the meeting. Attaches relevant supporting documentation.
- Submits all required reports to the proper officials.
- Publishes all legal notices concerning district business.
- Coordinates the District's response to public requests for records (FOIL).
- Official recipient or accepts claims/subpoenas on behalf of District.
- Annual meeting and election duties, which include obtaining use of voting machines, reserving the high school and arranging for custodial coverage, hiring and meeting with machine mechanics, hiring of registrars, preparation and mailing of absentee ballots, including all disabled voters, preparation of candidate petitions, checking registration records (both on the County and local levels), attendance at registration, preparation of machine strips and forwarding to printers, working during the budget vote from 5:30 am through 9:00 pm and beyond until all the votes have been tallied and the results announced, submission of all required reports to the proper officials, and typing miscellaneous memos (in the event of a budget defeat, which has occurred), the entire process

[*\(return to index\)*](#)

- must be repeated if the Board determined to have a second vote.
- Responds to inquiries related to the Board of Education and prepares correspondence for the Board.
 - Attends District Clerk workshops as needed
 - Send out letters acknowledging donations which have been accepted by the Board of Education
 - Prepare requisitions for Board of Education members' conferences and travel throughout the year
 - Prepare bids/RFPs and bid/RFP notices, as well as all legal notices, for publication in newspapers for the entire district
 - Submit legal notices to official newspapers for all sealed bids
 - Personnel backup
 - Child Nutrition Direct certification
 - State reporting for free milk and meals
 - Maintains certificates of insurance
 - Backup for OLAS, Aesop, nVision
 - Performs other duties as assigned by the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of position:

Senior Stenographer

Summary Description of Position:

Performs a full range of tasks and activities of a difficult nature concerned with taking and transcribing dictation, including related clerical tasks; does related work as required. Under general supervision, an incumbent of this class performs a wide variety of tasks providing clerical and office support to higher-level supervisory personnel. Under general supervision, the incumbent is responsible for recording orally dictated material and, using a computer, transcribes the notes into various formats such as correspondence, documents, records, reports, tables, or other material. Contact with the public will be required as part of job responsibilities. The senior stenographer differs from the entry level stenographic position in that the clerical tasks performed are of a more difficult nature, incumbents exercise a higher degree of independent judgment and work with fewer direct guidelines or detailed instructions from supervisors. A high degree of initiative and independent action is required to ensure the timely and accurate processing of the workflow. Incumbents may act as supervisor over lower level clerical staff.

Certification Requirements:

Civil Service Test — Senior Stenographer

Reports to:

Building Principal or other supervisor

Length of Work:

12 months

Specific Duties and Responsibilities:

- Records oral dictation and transcribes the notes using a computer to produce correspondence, documents, records, reports, and other materials.
- Proofreads word-processed material to identify grammatical, spelling, or typing errors and makes necessary corrections.
- Performs clerical work in the maintenance of complex and confidential records and files.
- Maintains appointment calendar for professional staff.
- Answers and screens telephone calls and callers and either responds to the inquiries or refers to appropriate staff members.

[\(return to index\)](#)

- Is familiar with voice mail and uses district email for communications.
- Receives incoming mail, opens, dates, and distributes to appropriate staff; handles routine correspondence independently.
- Assists in the compilation of files and/or other materials to facilitate replies by superiors, and/or to be used as a basis for reports.
- Takes minutes of meetings, proceedings, and/or hearings, if required.
- May requisition or maintain office supplies in accordance with established procedures.
- Maintains records and files.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of office machines, such as photocopy machine, adding machine, fax machine, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Does independent research for information and/or data as requested.
- Sorts, indexes, and files materials.
- Performs other duties as assigned by the immediate Supervisor, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Stenographer

Summary Description of Position:

Performs a full range of routine tasks and activities concerned with taking and transcribing dictation, including a wide variety of related clerical tasks; does related work as required. Under direct supervision, records orally or recorder dictated material, and uses a computer to transcribe the material into various formats such as correspondence, records, tables, newsletters, etc. Various routine clerical tasks related to the stenographic function and/or departmental assignment such as filing, sorting, answering phones, etc. are also performed. Tasks may include the ordering of departmental supplies, requisition input, and processing of vendor bills for payment. This is an entry-level class in the stenographic series and requires accuracy of transcription and the ability to perform a variety of routine clerical tasks. Supervision is not a responsibility of this class.

Certification Requirements:

Civil Service Test — Stenographer

Reports to:

Building Principal and/or other supervisor

Length of Work:

12 months

Specific Duties and Responsibilities:

- Takes dictation and transcribes the notes to produce letters, memoranda, reports, summaries, and notes on hearings, proceedings, or meetings, some of which may include technical terms.
- Enters data into automated systems to produce correspondence, forms, reports, statistical information, and other data.
- Sets up automated filing systems on automated systems equipment for the storage and retrieval of data input.
- Prepares letters, reports, and other material from other written sources, both in clear or rough draft form. Proof reads such material for accuracy.
- Input of data information, electronic records, data warehousing systems, or web page update.
- Proofreads and corrects work producing accurate, complete copy.
- Performs clerical tasks such as filing, collating, copying, and distributing.
- Handles simple routine correspondence from oral direction or written instruction.
- Maintains accurate and complete records and files.

- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of office machines, such as photocopier machine, adding machine, fax machine, printers, scanners, etc.
- Receives visitors, ascertains their business and directs them to appropriate staff.
- Reads incoming mail, assembles files, and other materials to facilitate reply by superior.
- May process bills and vouchers; receive and record payments and fees, if required by assignment.
- Answers telephones, is familiar with voicemail, uses district email for communications.
- Tasks may include the ordering of departmental supplies, requisition input, and processing of vendor bills for payment.
- Does independent research for information and/or data as requested.
- Coordination of events as requested by the supervisor.
- Performs other duties as assigned by the immediate Supervisor, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Senior Office Assistant, Automated Systems

Summary Description of Position:

Performs a wide variety of advanced level clerical duties using automated systems; does related work as required. Under general supervision, an incumbent of this class performs a wide variety of tasks providing clerical and office support to higher level supervisory personnel. This position requires a full range of skills in the operation of automated systems equipment, maximizing equipment capability in compiling statistical information for various reports, setting up and maintaining automated records and filing systems. Duties cover the more difficult aspects of automated systems, such as file creation and manipulation, and/or advanced text processing. A high degree of initiative and independent action is required to ensure the timely and accurate processing of the workflow. Supervision may be exercised over lower level clerical staff.

Certification Requirements:

Civil Service Test — Senior Office Assistant (Automated Systems)

Reports to:

Building Principal and/or other supervisor

Length of Work:

12 months

Specific Duties and Responsibilities:

- Enters data into automated systems equipment using internally stored systems and procedures to produce correspondence, forms, reports, statistical information, and other data.
- Sets up automated filing systems on automated systems equipment for the storage and retrieval of data input.
- Maintains accurate and complete records and files.
- Provides general administrative support services to enhance the operation of the office to which the incumbent is assigned.
- Maintains appointment calendars for professional staff.
- Receives, screens, reviews, and verifies papers and documents.
- Opens, sorts, and reads incoming mail and answers incoming correspondence.

- May requisition or maintain office supplies in accordance with established procedures.
- Assembles and forwards reports and forms to the appropriate department or personnel.
- May write and/or devise database programs to produce copy.
- Independent research for information and/or data.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of simple office machines, such as photocopy machine, adding machine, fax machine, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Answers telephones, is familiar with voice mail, and uses district wide email for communication.
- Performs all other duties as assigned by Supervisor, Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Office Assistant, Automated Systems

Summary Description of Position:

Performs routine clerical duties using automated systems; does related duties as required. Under direct supervision, an incumbent of this class performs a variety of tasks providing clerical and office support to higher-level supervisory personnel. This is the entry level position in the Office Assistant (Automated Systems) series in which the incumbent is expected to demonstrate ability to operate automated systems equipment, i.e., word processors, microcomputers, word processing software, to produce correspondence, reports, forms, and statistical information. Supervision would not be a responsibility of the class.

Certification Requirements:

Civil Service Test — Office Assistant (Automated Systems)

Reports to:

Immediate Supervisor

Length of Work:

12 months

Specific Duties and Responsibilities:

- Enters data into automated systems to produce correspondence, forms, reports, statistical information, and other data.
- Sets up automated filing systems on automated systems equipment for the storage and retrieval of data input.
- Proofreads and corrects work producing accurate, complete copy.
- Maintains accurate and complete records and files.
- Performs clerical tasks such as filing, collating, copying, and distributing.
- Independent research for information and/or data as requested.
- Tasks may include the ordering of departmental supplies, requisition input, and processing of vendor bills for payment.
- Gives routine information to inquiries either in person or over the phone.

- Operates a variety of office machines, such as photocopier machine, adding machine, fax machine, printers, scanners, etc.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Reads incoming mail, assembles files and other materials to facilitate reply by superior.
- Sorts, indexes, and files materials.
- Answers telephones, is familiar with voice mail, uses district email for communication.
- May process bills and vouchers; receive and record payments and fees, if required by assignment.
- Coordinates events as requested by the supervisor.
- Performs other duties as assigned by the immediate supervisor, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Typist

Summary Description of Position:

Performs a full range of routine typing and clerical work; does related work as required. Under direct supervision, performs typing and clerical work of an average difficulty in a school district office. This is the entry-level position in the typing series requiring skill in typing and keyboarding, and the ability to perform a variety of clerical duties. Supervision is not generally a responsibility of this class.

Certification Requirements:

Civil Service Test — Typist

Reports to:

Immediate Supervisor

Length of Work:

12 Months

Specific Duties and Responsibilities:

- Types a variety of material which, depending on assignment, may include one or more of the following: correspondence, reports, curriculum documents, payrolls, cards, lists, statements, vouchers, attendance, purchase orders, bills and/or other financial documents.
- Proofreads typewritten material to identify grammatical, spelling or typewritten errors and makes necessary corrections.
- Prepares and maintains records and files.
- Inputs data, electronic records, data warehousing systems, or web page update.
- Receives visitors, ascertains their business, and directs them to appropriate staff.
- Gives routine information to inquiries either in person or over the telephone.
- Operates a variety of office machines, such as adding machines, duplicating machines, photocopy machine, fax machine, printers, scanners, etc.
- Receives incoming mail, opens, dates and distributes it to appropriate staff members.
- Reads incoming mail, assembles files and other materials to facilitate reply by superior.

- Sorts, indexes, and files materials.
- Does independent research for information and/or data as requested.
- Answers telephones, is familiar with voice mail, uses district for communications.
- May prepare requisitions for the purchase of supplies, services, or materials for department.
- Performs other duties as assigned by the immediate Supervisor, the Superintendent of Schools or his/her designee.



**CROTON
HARMON**
S C H O O L S

**Custodial
Staff**

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Head Custodial Worker

Summary Description of Position:

Has complete charge of school building cleaning and maintenance activities; does related work as required. Under general supervision, employees in this class are responsible for the efficient and economical maintenance of a school plant. In large districts, this class is usually in charge of only one building under the general supervision of the Director of Facilities. In smaller districts, a Head Custodial Worker may have charge over two or more buildings and be responsible to the Business Manager, Assistant Superintendent, or an equivalent administrator. Considerable independent judgment is usually involved in carrying out the responsibilities of this position. Supervision is exercised over Senior Custodial Workers, Cleaners, and maintenance personnel.

Certification Requirements:

Civil Service Test

Reports to:

Director of Buildings & Grounds and Building Principal

Length of Work:

12 months

Specific Duties and Responsibilities:

- Keeps Director of Facilities and principal apprised of any building or grounds conditions that may affect students or building safety.
- Assigns custodial workers, cleaners, and maintenance personnel to tasks and supervises their work.
- Maintains and supervises the operation of heating and ventilating and other building systems.
- Makes weekly inspections of maintenance activities to see that they are being performed according to best practice.
- Inspects and coordinates work being performed by private contractors.
- Requisitions, receives, stores, and distributes building cleaning supplies.
- Prepares work schedules and keeps time records.

- Keeps records and makes reports of supplies used and activities carried on.
- Interviews and recommends the hiring of subordinate personnel and participates in their evaluation.
- Participates in and supervises custodial workers and cleaners in building cleaning and maintenance tasks and trains new staff.
- Maintains liaison between administration, teaching staff and custodial workers.
- Makes minor repairs to furniture, electrical fixtures, windows and shades, locks faucets, heating and cooling systems and other equipment.
- Performs other duties as assigned by the Director of Facilities, the Superintendent of Schools or his/her designee.

Required Knowledge, Skills, Abilities, and Attributes:

Thorough knowledge of building cleaning practices, supplies, and equipment; good knowledge of the operation and maintenance of heating and ventilating equipment; working knowledge of the tools, terminology, and practices of one or more skilled trades; ability to plan and supervise the work of others; ability to prepare reports; ability to understand and follow written directions; ability to get along well with others; honesty; good judgment; dependability; initiative; thoroughness; physical condition commensurate with the duties of the position.

Minimum Acceptable Training and Experience:

Either; (a) three years of experience in building cleaning and maintenance activities; or (b) one year of experience in building cleaning and maintenance activities and two years of experience in the field of carpentry, painting, electrical work, plumbing, heating, or ventilating repair work; or (c) a satisfactory equivalent combination of the foregoing training and experience.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Custodial Worker

Summary Description of Position:

Under direct supervision, the duties of this class involve the efficient and economical performance of building cleaning. Duties may involve the performance of minor maintenance tasks. This work is performed according to a well-established routine. Supervision may be exercised over Labors and/or Cleaners.

Certification Requirements:

None

Reports to:

Director of Facilities, Building Principal and Head Custodian

Length of Work Year:

12 months

Required Knowledge, Skills, Abilities, and Attributes:

Working knowledge of building cleaning practices, supplies, and equipment and the ability to use them economically and efficiently; familiarity with the operation and maintenance of heat systems; ability to make minor plumbing, electrical, carpentry, and mechanical repairs and perform a variety of routine maintenance tasks; ability to understand and carry out simple oral and written directions; willingness to perform custodial and other manual tasks; thoroughness; dependability; physical condition commensurate with the duties of the position.

Specific Duties and Responsibilities:

- Sweeps, mops, strips and waxes floors (floor refinishing), washes walls and windows, dusts and performs other cleaning duties.
- Dusts desks, woodwork, furniture, and other equipment.
- Cleans and mops lavatories and locker rooms and replaces soap or towels.
- Empties wastebaskets and collects and disposes of refuse.
- Moves and arranges chairs, tables, and other furniture or equipment.
- Assists with heavy work in the kitchen and cafeteria.
- Check windows and doors to see that they are closed and locked when proper.
- May make minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating and cooling systems, and other equipment.
- May perform grounds keeping activities such as clearing snow, mowing lawns, raking

leaves, trimming shrubs, and general grounds maintenance such as clearing litter and debris.

- May act as monitor before and after school and in the cafeteria.
- Performs a variety of errands and related custodial tasks.
- May repaint walls and other surfaces.
- Ensure access to AEDS while student activities take place in the building.
- May assist other staff with preparations for crowd/traffic for large school events.
- Performs other duties as assigned by the Director of Buildings & Grounds, the Superintendent of Schools or his/her designee.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Carpenter/Mechanic

Summary Description of Position:

Under supervision, performs a wide variety of work in the repair, maintenance, and servicing of school district buildings and facilities. This may involve acting as the skilled member of a small, unspecialized work crew or as a skilled one-man maintenance force. Work assignments are initiated by written work orders or oral instructions from the Director of Facilities or Maintenance Foreman.

Certification Requirements:

None

Reports to:

Director of Buildings & Grounds

Length of Work:

12 months

Specific Duties and Responsibilities:

- Replaces and/or rebuilds new stairways, re-roofs buildings or re-builds existing roofs, replaces and repairs porch steps, railings, floors, etc.
- Does miscellaneous carpentry repair work, such as replacing door checks, resetting doors, building simple supporting structures, building simple cabinets, etc.
- Performs routine electrical and plumbing maintenance, repair and installation work, such as repairing and/or replacing electrical or plumbing fixtures, installing simple electrical circuits, installing small home heating systems, etc.
- Builds and repairs staging and decorative wooden structures for public exhibit or display.
- Repairs and/or replaces both wooden upholstered portions of public seating units.
- Replaces broken glass and repairs windows.
- Cleans stopped-up drains and does other emergency plumbing repair work. Installs and repairs leaders, gutters, and flashings.
- Prepares furnaces for winter use by cleaning and repairing, or by replacing the heating system in part or in whole.
- Repairs and maintains hot water, steam, and hot air systems.

- Repairs and builds simple masonry structures, facilities, and appurtenances.
- Fills in to assist with custodial positions and duties as required.
- Performs other duties as assigned by the Director of Facilities, the Superintendent of Schools or his/her designee.

Required Knowledge, Skills, Abilities, and Attributes:

Good knowledge of the tools, techniques, and terminology of two or more of the building and mechanical trades, one of which must be carpentry; good knowledge of the accident and safety precautions which generally apply to the building and mechanical trades; ability to work from sketches and blueprints; ability to follow written and oral instructions; ability to get along well with others; resourcefulness in work performance; initiative in completing assigned work; physical strength and agility; physical condition commensurate with the duties of the position.

Minimum Acceptable Training and Experience:

Either (a) graduation from high school or trade school or possession of a high school equivalency diploma and four years of experience in building and mechanical maintenance work; or (b) eight years of experience as a handyman in building and mechanical maintenance work; or (c) a satisfactory equivalent combination of the foregoing training and experience.



**CROTON
HARMON**
S C H O O L S

Transportation

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Bus Attendant

Summary Description of Position:

Rides on a school bus or other student transportation vehicle for the purpose of maintaining order, and for supervising the loading and unloading of vehicles at the various stopping points; does related work as required.

Reports to:

Director of Transportation

Length of Work:

10 months plus occasional summer work

Required Knowledge, Skills, Abilities, and Attributes:

This is routine work, which includes responsibility for the safety of school children on regularly scheduled trips to and from school. The incumbent rides on a school bus or other student transportation vehicle for the purpose of maintaining order, and for supervising the loading and unloading of vehicles at the various stopping points.

Specific Duties and Responsibilities:

- Accompanies a school bus or other student transportation vehicle for the purpose of assisting pupils to climb aboard and alight from the vehicle.
- Helps young pupils to cross the highways in safety.
- Maintains order and makes certain that passengers are seated while the vehicle is in motion.
- Assists pupils and drivers as needed.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Bus Dispatcher

Summary Description of Position:

Under the general supervision of the Supervisor of Transportation, an employee in this class has major responsibility for the coordination and implementation of school bus schedules. Incumbent ensures that there are adequate vehicles and drivers available for the transportation of pupils. Schedules are primarily for school hours, however may include after-school activities, as well. Does related work as required.

Certification Requirements:

Either (a) one (1) year of work experience scheduling transportation routes or dispatching vehicles; or (b) two (2) years driving experience in commercial or school transportation.

Possession of the appropriate motor vehicle license, issued by the New York State Department of Motor Vehicles, if the incumbent is required to operate a school vehicle in the transportation of children; (2) incumbents required to drive must be at least twenty-one (21) years of age. The appointing authority is responsible for ensuring that the candidate meets these conditions.

Good knowledge of school district area, location of all schools within the school district and those located outside of the district for which transportation is provided; good knowledge of the maintenance and operation of buses, familiarity with all routes and bus stops; familiarity with locations to which field trips are provided; familiarity with all rules, regulations and policies regarding transportation; ability to coordinate and schedule bus routes; ability to deal tactfully and effectively with the bus drivers; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, email, and database software; good judgment; clerical aptitude; physical condition commensurate with the duties of the position.

Reports to:

Supervisor of Transportation

Length of Work:

11 months

Specific Duties and Responsibilities:

- Determines that all vehicles are staffed for the day.
- Calls and assigns substitute drivers, as needed.
- Plans, schedules and assigns drivers to provide transportation for special events, including class trips, athletic events, etc.
- Assists in the planning and preparation of bus routes.
- Answers telephone inquiries and two-way radio, as assigned.
- Maintains a variety of records, i.e., mileage, gas consumption, and other related data, either manually or computerized.
- Supervises the cleaning of buses;
- Arranges for maintenance and repair of vehicles and/or equipment as reported by driver.
- May drive a school bus for regularly scheduled routes, field trips and other school activities as necessary.
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Bus Driver

Summary Description of Position:

Drives a school bus on an assigned route and may perform minor maintenance tasks in connection with such operation; does related work as required. This is manual work of average difficulty requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the children who are passengers. The work is performed under general supervision with considerable leeway allowing the operator in carrying out the details of the work.

Certification Requirements:

1. Possession of the appropriate license to operate a school bus (CDL), issued by the New York State Department of Motor Vehicles at time of appointment.
2. Drivers must be at least twenty-one (21) years of age.

Reports to:

Director of Transportation

Length of Work:

10 months plus occasional summer work

Note: Districts that experience difficulty in recruiting fully qualified drivers (i.e., individuals with the CDL) may train individuals with a CDL learner's permit and establish a formal, in-house training program geared toward preparing these drivers to take and pass the road test to obtain the appropriate license.

The training program must be successfully completed and the appropriate license obtained before the individual will be hired to drive a school bus with students or is assigned a regular bus route.

Required Knowledge, Skills, Abilities, and Attributes:

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to make minor repairs to the vehicle, ability to understand and follow simple oral and written directions; ability to get

along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the duties of the position; ability to deal appropriately with the public and school personnel under stressful conditions.

Specific Duties and Responsibilities:

- Operates a school bus on a regular schedule and on special occasions, as needed.
 - Checks the operating condition of the bus before starting on a trip and at the completion of the trip.
 - Reports any operational defect to the immediate supervisor.
 - Informs children about safety practices.
 - Maintains orderly conduct of children on the bus.
 - Keeps the interior and exterior of the vehicle clean and neat.
 - Maintains records of mileage, routes, time, and incident.
 - Must be able to read and follow routing schedules.
 - May be required to perform minor maintenance tasks on the vehicle.
 - Performs other duties as assigned by the Director of Transportation, the Superintendent of Schools or his/her designee.



**CROTON
HARMON**
S C H O O L S

Other Roles

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Food Service Helper

Summary Description of Position:

Performs unskilled work in the serving of food at Nutrition Sites for senior citizens; does related work as required. This is simple, routine manual work performed under direct supervision of the Site Manager(s) in the Nutrition program, which involves serving food to senior citizen participants in the program. Preparation of food is not a responsibility of this position. Familiarity with the proper method of serving food; ability to follow simple oral and written directions; courtesy; ability to get along well with senior citizens; tact; physical condition commensurate with the duties of the position.

Certification Requirements:

None.

Reports to:

Assistant Superintendent for Business and Building Principal

Length of Work:

10 months

Specific Duties and Responsibilities:

- Services prepared food as delivered by caterer or cooked at on-site kitchen
- Sets tables.
- Clears tables of dirty dishes.
- Cleans tables, chairs, serving tables and other equipment.
- Serves food from steam tables.
- May prepare sandwiches, salads and vegetables.
- Fills sugar bowls and salt and pepper shakers.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Messenger

Summary Description of Position:

Under direct supervision, incumbents of this position provide a pick-up and delivery service involving the operation of an automobile, light truck, or van, or within walking distance. Incumbent delivers mail, records, packages, films and other materials to points both within and outside a municipality or school district. Clerical work is limited to keeping records concerning such deliveries. Incumbents may also perform additional simple clerical tasks when not performing delivery functions. Does related work as required.

Certification Requirements:

None.

Reports to:

Director of Facilities

Length of Work:

12 months

Specific Duties and Responsibilities:

- Picks up and delivers mail, records, films, packages, cartons, reports and other materials on foot or by automobile to offices/buildings both within and outside of the school district.
- Sorts incoming mail and prepares mail for delivery, as required.
- Stamps and seals outgoing mail;
- Operates an automobile, light truck or van;
- Delivers bank deposits.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

School Monitor

Summary Description of Position:

Under supervision, an employee in this class performs a variety of non-teaching duties requiring the exercise of good judgment and the ability to get along well with children, youths, and/or young adults. The incumbent in this class is responsible for the supervision of students and student activities and for maintaining order in school buildings, school district public libraries, on school grounds and playgrounds, and at street crossings. Work requires the employee to be able to maintain discipline among students in a courteous but firm manner. This class differs from that of Teacher Aide in that the latter assists teachers in a classroom setting, while the School Monitor generally functions outside the classroom maintaining order. Does related work as needed.

Certification Requirements:

None.

Reports to:

Building Principal and Assistant Principal

Length of Work:

10 months

Specific Duties and Responsibilities:

- Oversees and monitors student behavior by walking hallways, campus grounds, locker rooms, and cafeteria to ensure students are proceeding to their classes in an orderly manner.
- Oversees and monitors behavior of children, youth and/or young adults in a library setting, if assigned to a school district library.
- Helps maintain order in classrooms, library, gymnasiums and on school grounds by removing students in the event of unruly behavior.
- Takes attendance and searches for students who are on campus but not in assigned class.
- Issues passes to students who are late to class.
- Greets visitors to campus, ascertains their business, issues a pass and directs the individual(s) to the proper location.

- Guides students safely across streets and intersections.
- Controls traffic while school buses are arriving and departing.
- Aids students in lower grades with wearing apparel.
- May assist teachers with supervision during recess and lunch periods.
- May have charge of rest periods.
- May function as a representative for students to bring issues/concerns to the attention of teachers, counselors and administration.
- May render elementary first-aid treatment.
- May have charge of supplies and equipment for locker rooms and swimming pools.
- May occasionally perform miscellaneous manual clerical duties such as filing and making photocopies.
- May function as a “guide” for members of the community who wish to tour a school district’s campus and/or classes.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Sign Language Interpreter

Summary Description of Position:

Under general supervision, the incumbent in this position facilitates communication between hearing-impaired students, their teachers, their peers, and other personnel in the school setting, (e.g., counselors and administrators) by providing sign interpreting (voice to American Sign Language – ASL) and voice interpreting (sign to voice). Further, incumbents provide tutoring services to reinforce and clarify class lessons, and assist students in preparing for classes, examinations, state licensing tests, and presentations when necessary. Incumbents must exercise independent judgment in choosing the most effective way of transmitting the information to the hearing-impaired students. Incumbents participate in meetings as members of the educational team. Does related work as required.

Certification Requirements:

An Associate's Degree or Bachelor's Degree in American Sign Language, Sign Language Interpreting or related field and/or Certificate from the Registry of Interpreter for the Deaf as a Sign Language Interpreter.

Good knowledge of American Sign Language (ASL); subject knowledgeable in classes being interpreted; ability to sign interpret and voice interpret American Sign language (ASL) at a classroom and normal conversational rate; ability to relate to youth ages 6-18; ability to interpret and interact with deaf and hearing-impaired adults; ability to meet the interpreting needs of the individual sites; ability to establish and maintain effective working relationships with teachers and other school personnel; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; sound judgment; integrity; physical condition commensurate with the duties of the position.

Reports to:

Director of Pupil Personnel Services

Length of Work:

As needed

Specific Duties and Responsibilities:

- Provides sign and voice interpreting including American Sign Language, a form of manually coded English, and/or interpreting for hearing-impaired students in Occupational Education and regular academic classes.
- Provides in-class remedial and tutoring services for deaf and hearing-impaired students on an on-going basis as required.
- Assumes responsibility for learning subject content for classes they will be interpreting to the deaf and hearing-impaired students.
- Actively prepares for classroom activities, follows class schedule/assignments, anticipating areas where hearing-impaired students may experience difficulty with the lesson concept or related concepts and preparing material for those areas.
- Participates in educational team meetings, providing insight on the success of communication strategies, learning strategies, socialization and emotional issues.
- Provides interpreting for extracurricular activities and parent meetings when necessary.
- Provides interpreting and job coaching as needed for job interviews and new job situations.
- Assists in providing orientations on deafness to hearing students and staff.
- Increases knowledge and skills through participation in workshops, professional meetings, interaction with professional colleagues, and reading current literature in the field, especially related to interpreter services in the educational setting.
- Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments.
- May perform other incidental tasks as needed.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Interpreter

Summary Description of Position:

Provides English/Spanish interpretation services, both written and oral. Does related work as required.

Certification Requirements:

Ability to read, write and converse fluently in both the Spanish and English languages; ability to translate written material into Spanish from English.

Reports to:

Director of Pupil Personnel Services

Length of Work:

As needed

Specific Duties and Responsibilities:

- Provides English to Spanish and Spanish to English translation services for the school district
- May translate documents from English to Spanish. and/or vice versa

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Video Camera Operator

Summary Description of Position:

Under general supervision, is responsible for the operation of video camera equipment for live and taped programs and events broadcast on the school district's education channel. Duties include operating a video camera and ancillary videotaping equipment, including the use of automated systems for associated basic video programming tasks. Supervision is not a responsibility of this class. Does related work as required.

Certification Requirements:

None.

Reports to:

Technical Support Specialist

Length of Work:

As needed

Specific Duties and Responsibilities:

- Sets up equipment for live and videotaped cable TV productions.
- Operates a video camera to videotape meetings, after school activities, special assemblies, presentations, and other broadcasts as directed;
- Operates robotic cameras for meeting cablecasts;
- Uses a replicating machine or other visual aid application software to create DVDs from videotape;
- Runs tape in VCR for broadcast over education channel;
- Enters simple programming commands to visual aid application software or uses other audio-visual equipment to enable channel playback;
- Uses computer applications or other automated systems such as spreadsheets, word processing calendar, email and database software in performing assignments;
- May edit program and event broadcasts as directed;
- May use simple application software programs to create community bulletin boards listing upcoming events;
- May make simple repairs to videotape equipment, and/or identifies equipment problems to supervisor for repair;

- May assist higher level staff in setting up more complicated video equipment, as necessary;
- May maintain records of equipment, supplies and tools related to area of assignment;
- May perform other incidental tasks, as needed.

CROTON-HARMON SCHOOL DISTRICT

Title of Position:

Videographer

Summary Description of Position:

Directs technical operation of programs for live and videotaped cable TV production for Municipal and School District Local Cable Access Station; does related work as required. Under general supervision, the videographer is responsible for the technical operation of complex video and audio equipment and videotaping of programs and events for broadcast on local municipal and/or school district access cable television station. The ability to exercise judgment and make independent decisions is a requirement. Supervision may be exercised over Video Camera Operators.

Certification Requirements:

None.

Reports to:

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Length of Work:

As needed

Specific Duties and Responsibilities:

- Videotapes programs and events for broadcast;
- Operates complex video and audio equipment;
- Performs editing procedures;
- Prepares videotaped programs and events for broadcast;
- Assists in the production or programming for local municipal and school district access cable television station;
- Transports video and audio equipment to various sites for purposes of videotaping;
- May use computer applications software in the performance of the job forms.