

JOB DESCRIPTION

POSITION: MIDDLE SCHOOL/HIGH SCHOOL AFTER-SCHOOL DETENTION MONITOR

QUALIFICATIONS

1. Certificated teacher in the areas of Language Arts, Mathematics, Social Studies, Science and/or Guidance.
2. Evidence of strong knowledge in discipline.
3. Ability to work with at-risk and academically unsuccessful students.
4. Demonstrated skills in accurate recordkeeping and report submissions.
5. Recommendation of the building principal.

REPORTS TO

Building Principal

JOB GOAL

Major goals of this program are student-centered and include, improvement of individual student's academic achievement, individual self concept, and attitude toward school, and a decrease in the individual student's assignment to detention programs.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

Within the approved limits of Board policy as defined by the Superintendent and the Negotiated Agreement the After-School Detention Monitors shall

1. Provide remediation and intervention, within their subject area, to students assigned to After School detention.
2. Assist in the attitude change segment of After School detention.
3. Maintain accurate and current records of those students enrolled in the intervention/remediation aspect of After School detention.
4. Assist the district administration in the evaluation of this program at the end of the school year.

Adopted: 9/25/90

Revised: 3/15/94

JOB DESCRIPTION

POSITION: MIDDLE SCHOOL/HIGH SCHOOL SATURDAY SCHOOL MONITOR

QUALIFICATIONS

1. Certificated teacher in the areas of Language Arts, Mathematics, Social Studies, Science and/or Guidance.
2. Evidence of strong knowledge in discipline.
3. Ability to work with at-risk and academically unsuccessful students.
4. Demonstrated skills in accurate recordkeeping and report submissions.
5. Recommendation of the building principal.

REPORTS TO

Building Principal

JOB GOAL

Major goals of this program are student-centered and include, improvement of individual student's academic achievement, individual self concept, and attitude toward school, and a decrease in the individual student's assignment to detention programs.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

Within the approved limits of Board policy as defined by the Superintendent, the Negotiated Agreement, and the terms of the grant application, Saturday school monitors shall

1. Provide remediation and intervention, within their subject area, to students assigned to Saturday school.
2. Assist in the attitude change segment of Saturday school.
3. Maintain accurate and current records of those students enrolled in the intervention/remediation aspect of Saturday school.
4. Assist the district administration in the evaluation of this program at the end of the school year.

Adopted: 9/25/90

Revised: 3/15/94

JOB DESCRIPTION

POSITION: **MIDDLE SCHOOL YEARBOOK ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All student members of the Madison Middle School Yearbook Staff.

JOB GOAL

To serve as advisor for students serving on the Madison Middle School Yearbook staff

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all yearbook meetings and activities.
2. Create a regular schedule of meetings that will insure all publication deadlines are met.
3. Supervise the election of yearbook staff officers.
4. Create the criteria and coordinate the selection process for adding new members to the yearbook staff.
5. Submit a list of all fund-raising activities to the building principal for approval.
6. Submit a copy of the yearbook to the Superintendent.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **MODEL U.N. ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Model U.N. Club at Madison High School.

JOB GOAL

To increase knowledge of world affairs through simulations and competitions.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a regular schedule of Model U.N. meetings (at least monthly), and attend and supervise all meetings and activities.
2. Coordinate the selection of new members and submit a list of eligible candidates to the principal for final approval.
3. Supervise the election of Model U.N. Club officers.
4. Submit a list of activities trips and necessary paperwork to the principal for approval, and supervise students on those trips.
5. Submit all proposed fund-raising and other Model U.N. activities to the principal for approval, and maintain and file required records for all financial operations of the Model U.N. Club
6. Meet all other requirements which are related to and necessary for the proper functioning of the Model U.N. Club.

Adopted: 1/8/98

JOB DESCRIPTION

POSITION: **NEWSPAPER ADVISOR - HIGH SCHOOL**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal

SUPERVISES

All student members of the Madison High School Streak newspaper.

JOB GOAL

To guide students in the principles of journalism in the production of a student newspaper.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all newspaper meetings and activities.
2. Create a regular schedule of meetings that will insure all publication deadlines are met.
3. Supervise the election of newspaper staff officers.
4. Create the criteria and coordinate the selection process for adding new members to the newspaper staff.
5. Submit a list of all fund-raising activities to the building principal for approval.

Adopted: 9/25/90

JOB DESCRIPTION

POSITION: **NEWSPAPER ADVISOR - MIDDLE SCHOOL**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Principal

SUPERVISES

All student staff members of the Madison Middle School Newspaper.

JOB GOAL

To serve as advisor for students serving on the Madison Middle School newspaper.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all newspaper meetings and activities.
2. Create a regular schedule of meetings that will insure all publication deadlines are met.
3. Supervise the election of newspaper staff officers.
4. Create the criteria and coordinate the selection process for adding new members to the newspaper staff.
5. Submit a list of all fund raising activities to the building principal for approval.
6. Insure copies of the newspaper are submitted to the Superintendent and Board of Education members.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **NATIONAL HONOR SOCIETY ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing extra-curricular academic activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal

SUPERVISES

Meetings and members of the Madison High School National Honor Society.

JOB GOAL

To serve as advisor for students elected to the Madison High School National Honor Society.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all National Honor Society meetings and activities.
2. Create a regular schedule of meetings that will insure all pertinent business is completed.
3. Supervise the election of National Honor Society officers.
4. Coordinate the election to the National Honor Society with the building principal, counselors, and academic advisory council.
5. Submit a list of all fund raising activities to the building principal for approval.
6. Submit an annual report to the building principal detailing events and accomplishments of the National Honor Society.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **POWER OF THE PEN ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All members of the Power of the Pen Team at Madison Middle School.

JOB GOAL

To prepare the Power of the Pen Team for their writing contests.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. To arrange, attend and supervise all Power of the Pen activities.
2. Create the criteria for and supervise the selection of members of the Power of the Pen team.
3. Create a weekly schedule of Power of the Pen Team meetings and attend and supervise all meetings and activities.
4. Conduct Power of the Pen pre-tournament activities, including: [A] providing Power of the Pen Team members with prompts; [B] evaluating and ranking Team papers; [C] conducting conferences with individual students regarding their strengths and weaknesses; [D] developing a plan of writing improvement by discussing development or style changes; [E] training judges to help with tournaments; and [F] registering for participation in tournaments
5. Conduct Power of the Pen tournament activities, including: [A] submitting a list of tournament trips and necessary paperwork to the principal for approval; [B] arranging for transportation to host schools; [C] supervising students on tournament trips; [D] acting as a judge in accordance with Power of the Pen holistic scoring guidelines; and [E] reviewing with students their returned papers in order to identify areas in need of improvement.

6. Submit an annual report to the principal about the school's Power of the Pen activities.
7. Submit all proposed fund-raising and other Power of the Pen activities to the principal for approval, and maintain and file required records for all financial operations of the Power of the Pen.
8. Meet all other requirements which are related to and necessary for the proper functioning of the Power of the Pen Team.

Adopted: 1/8/98

JOB DESCRIPTION

POSITION: SCIENCE CLUB ADVISOR - ELEMENTARY SCHOOL

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of science and of the position as documented by successful experience.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities in science.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents and the general public, or the potential to establish them.

REPORTS TO

Elementary School Principal

SUPERVISES

All members of the Science Club at the elementary school.

JOB GOAL

To increase interest in science and to provide opportunities to improve students' science skills beyond what is provided in the regular classroom.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a schedule for a minimum of nine sessions, and attend and supervise all Science Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of the Science Club, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in at least three Science Club activities, including, but not limited to: [A] land lab; [B] courtyard maintenance; [C] annual project fair; [D] community environment clean-up; [E] student science proficiency test preparation through use of community speakers and tutoring volunteers; [F] demonstration of a science-related activity to a group of classmates; [G] presentation of a science-related thematic school day; and [H] participation in science-related competitions.

The activities will be designed to provide enrichment that will help students to pass the state proficiency tests and the school district's competency-based education assessments in science. They will also teach students how to use computers and other technology and instruments in solving science-related problems, increasing problem-solving and logical thinking skills, and appreciating both the principles and application of science in the world.
4. Submit an annual report to the Elementary School Principal about the Science Club activities.

5. Submit all proposed fund-raising and other Science Club activities to the principal for approval, and maintain and file required records for all financial operations of the Science Club.
6. Meet all other requirements which are related to and necessary for the proper functioning of the Science Club.

Adopted: 12/15/98

JOB DESCRIPTION

POSITION: SCIENCE CLUB ADVISOR (6-8) - MADISON MIDDLE SCHOOL

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of science and of the position as documented by successful experience.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities in science.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All members of the Science Club at the middle school.

JOB GOAL

To increase interest in science and to provide opportunities to improve students' science skills beyond what is provided in the regular classroom.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all Science Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of the Science Club, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in Science Club activities, including but not limited to: [A] preparing students to pass the state proficiency tests and the school district's competency-based education assessments in science; [B] teaching students how to use computers and other instruments in solving science-related problems; [C] increasing students' problem-solving and logical thinking skills; [D] training and preparing students for participation in science tournaments; and [E] creating projects based upon science principles for display in the school and community.
4. Submit an annual report to the principal about the middle school's Science Club activities.

5. Submit all proposed fund-raising and other Science Club activities to the principal for approval, and maintain and file required records for all financial operations of the Science Club.
6. Meet all other requirements which are related to and necessary for the proper functioning of the Science Club.

Adopted: 9/15/98

JOB DESCRIPTION

POSITION: **SENIOR CLASS ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Senior Class involved in fund raisers and other activities.

JOB GOAL

To organize and direct all senior class activities and events.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all senior class activities and events.
2. Gain approval for and supervise all fund raisers and other activities sponsored by the senior class, and keep accurate records of and file all proper forms for all monies received.
3. Submit an annual report concerning senior class activities to the Madison High School Principal.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: SOPHOMORE CLASS ADVISOR

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Sophomore Class involved in fund-raisers and class-sponsored activities.

JOB GOAL

To organize the Sophomore Class effectively and to begin fund-raising activities to pay for the prom in the students' junior year of high school.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all Sophomore Class activities.
2. Supervise and gain approval for all fund-raisers and other activities sponsored by the Sophomore Class.
3. File proper forms and keep accurate records of all monies received from fund-raisers and other activities.
4. Keep the principal current and informed about Sophomore Class activities.
5. Meet all other requirements which are related to and necessary for the proper functioning of the Sophomore Class.

Adopted: 1/8/98

JOB DESCRIPTION

POSITION: **STUDENTS AGAINST DRUNK DRIVERS (SADD) CLUB ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Students Against Drunk Drivers Club at Madison High School.

JOB GOAL

To provide students with the best prevention and intervention tools possible to deal with the issues of under-age drinking, drunk driving, drug abuse, substance abuse and other destructive decisions.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all SADD Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of SADD and SADD officers, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in SADD activities, including but not limited to: [A] Grim Reaper activities; [B] homecoming anti-drinking and driving programs; [C] Madison Village crash dummies program; [D] Prom Promise, including letters from sixth grade students asking MHS seniors not to drink and drive; [E] Tie-One-On-for-Life Campaign; [F] Cleveland Auto Show training sessions and SADD booth assignments; [G] eighth grade lock-in; [H] Contract-for-Life campaign; and [I] public service announcements about prevention necessities on school intercom systems. The advisor must: [A] submit a list of activities and county-wide events and all necessary paperwork to the principal for approval; [B] arrange for transportation to event locations; and [C] supervise students in activities.
4. Submit an annual report to the principal about the school's SADD Club activities.

5. Submit all proposed fund-raising and other SADD activities to the principal for approval, and maintain and file required records for all financial operations of the SADD Club.
6. Meet all other requirements which are related to and necessary for the proper functioning of the SADD Club.

Adopted: 3/17/98

JOB DESCRIPTION

POSITION: **STUDENTS AGAINST DRUNK DRIVERS (SADD) CLUB ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Students Against Drunk Drivers Club at Madison High School.

JOB GOAL

To provide students with the best prevention and intervention tools possible to deal with the issues of under-age drinking, drunk driving, drug abuse, substance abuse and other destructive decisions.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all SADD Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of SADD and SADD officers, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in SADD activities, including but not limited to: [A] Grim Reaper activities; [B] homecoming anti-drinking and driving programs; [C] Madison Village crash dummies program; [D] Prom Promise, including letters from sixth grade students asking MHS seniors not to drink and drive; [E] Tie-One-On-for-Life Campaign; [F] Cleveland Auto Show training sessions and SADD booth assignments; [G] eighth grade lock-in; [H] Contract-for-Life campaign; and [I] public service announcements about prevention necessities on school intercom systems. The advisor must: [A] submit a list of activities and county-wide events and all necessary paperwork to the principal for approval; [B] arrange for transportation to event locations; and [C] supervise students in activities.
4. Submit an annual report to the principal about the school's SADD Club activities.

5. Submit all proposed fund-raising and other SADD activities to the principal for approval, and maintain and file required records for all financial operations of the SADD Club.

6. Meet all other requirements which are related to and necessary for the proper functioning of the SADD Club.

Adopted: 3/17/98

JOB DESCRIPTION

POSITION: **STUDENT COUNCIL ADVISOR - MADISON MIDDLE**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All members of the Madison Middle School Student Council.

JOB GOAL

To serve as advisor for students serving on the Madison Middle School Student Council.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all student council meetings and activities.
2. Create a regular schedule of meetings that will insure all pertinent business is completed.
3. Supervise the election of Student Council officers.
4. Create the criteria and coordinate the selection process for adding representatives to the Student Council.
5. Submit a list of all fund-raising activities to the building principal for approval.
6. Submit an annual report to the building principal detailing events and accomplishments of the Student Council.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **STUDENT COUNCIL ADVISOR - MADISON HIGH**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal

SUPERVISES

All members of the high school Student Council

JOB GOAL

To serve as advisor for students serving on the high school Student Council.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all student council meetings and activities.
2. .Create a regular schedule of meetings that will insure all pertinent business is completed.
3. Supervise the election of Student Council officers.
4. Create the criteria and coordinate the selection process for adding representatives to the Student Council.
5. Submit a list of all fund-raising activities to the building principal for approval.
6. Submit an annual report to the building principal detailing events and accomplishments of the Student Council.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **TEEN INSTITUTE ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Teen Institute at Madison High School.

JOB GOAL

To coordinate at the local, county and state level a peer prevention group that supports teen abstinence from drug and alcohol use. This will include activities to educate and train students in these efforts.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all Teen Institute meetings and activities.
2. Establish the criteria for and supervise the selection of new members of Teen Institute and Teen Institute officers, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in Teen Institute activities, including but not limited to: [A] Red Ribbon Week campaign; [B] student training sessions, including Camp Burton program, leadership conferences and other prevention activities held throughout Lake and Geauga counties; [C] Geauga County Fair activities; [D] eighth grade lock-in; and other substance abuse prevention programs determined by the Teen Institute members. The advisor must: [A] submit a list of activities and county-wide events and all necessary paperwork to the principal for approval; [B] arrange for transportation to event locations; and [C] supervise students in activities.
4. Submit an annual report to the principal about the school's Teen Institute activities.

5. Submit all proposed fund-raising and other Teen Institute activities to the principal for approval, and maintain and file required records for all financial operations of Teen Institute.
6. Meet all other requirements which are related to and necessary for the proper functioning of Teen Institute.

Adopted: 7/24/90

Revised: 3/15/94
3/17/98

JOB DESCRIPTION

POSITION:

VOCAL MUSIC DIRECTOR

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of student activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal(s)

SUPERVISES

Vocal and choral group members.

JOB GOAL

To serve as coordinator of all choral music performances presented by the various choirs of the High School and Middle School.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Determine the criteria for selection and schedule auditions for group and select choirs at the High School and Middle School.
2. Arrange and schedule rehearsals outside of the school day.
3. Coordinate public performances by the High School and Middle School choirs.
4. Submit a calendar of vocal music events, and other information pertaining to the vocal music program to the building Principals and the Superintendent.
5. Serve on the Music Course of Study revision committee
6. Accompany and supervise vocal and choral music group members while being transported to scheduled contests.

Adopted: 12/18/90

Revised: 3/15/94

JOB DESCRIPTION

POSITION:

VOCAL MUSIC DIRECTOR

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of student activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal(s)

SUPERVISES

Vocal and choral group members.

JOB GOAL

To serve as coordinator of all choral music performances presented by the various choirs of the High School and Middle School.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Determine the criteria for selection and schedule auditions for group and select choirs at the High School and Middle School.
2. Arrange and schedule rehearsals outside of the school day.
3. Coordinate public performances by the High School and Middle School choirs.
4. Submit a calendar of vocal music events, and other information pertaining to the vocal music program to the building Principals and the Superintendent.
5. Serve on the Music Course of Study revision committee
6. Accompany and supervise vocal and choral music group members while being transported to scheduled contests.

Adopted: 12/18/90
Revised: 3/15/94

5. Submit all proposed fund-raising and other Teen Institute activities to the principal for approval, and maintain and file required records for all financial operations of Teen Institute.
6. Meet all other requirements which are related to and necessary for the proper functioning of Teen Institute.

Adopted: 7/24/90

Revised: 3/15/94
3/17/98

JOB DESCRIPTION

POSITION: **TEEN INSTITUTE ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Teen Institute at Madison High School.

JOB GOAL

To coordinate at the local, county and state level a peer prevention group that supports teen abstinence from drug and alcohol use. This will include activities to educate and train students in these efforts.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all Teen Institute meetings and activities.
2. Establish the criteria for and supervise the selection of new members of Teen Institute and Teen Institute officers, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in Teen Institute activities, including but not limited to: [A] Red Ribbon Week campaign; [B] student training sessions, including Camp Burton program, leadership conferences and other prevention activities held throughout Lake and Geauga counties; [C] Geauga County Fair activities; [D] eighth grade lock-in; and other substance abuse prevention programs determined by the Teen Institute members. The advisor must: [A] submit a list of activities and county-wide events and all necessary paperwork to the principal for approval; [B] arrange for transportation to event locations; and [C] supervise students in activities.
4. Submit an annual report to the principal about the school's Teen Institute activities.

JOB DESCRIPTION

POSITION: **STUDENT COUNCIL ADVISOR - MADISON HIGH**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal

SUPERVISES

All members of the high school Student Council

JOB GOAL

To serve as advisor for students serving on the high school Student Council.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all student council meetings and activities.
2. Create a regular schedule of meetings that will insure all pertinent business is completed.
3. Supervise the election of Student Council officers.
4. Create the criteria and coordinate the selection process for adding representatives to the Student Council.
5. Submit a list of all fund-raising activities to the building principal for approval.
6. Submit an annual report to the building principal detailing events and accomplishments of the Student Council.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **STUDENT COUNCIL ADVISOR - MADISON MIDDLE**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in student supervision.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All members of the Madison Middle School Student Council.

JOB GOAL

To serve as advisor for students serving on the Madison Middle School Student Council.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all student council meetings and activities.
2. Create a regular schedule of meetings that will insure all pertinent business is completed.
3. Supervise the election of Student Council officers.
4. Create the criteria and coordinate the selection process for adding representatives to the Student Council.
5. Submit a list of all fund-raising activities to the building principal for approval.
6. Submit an annual report to the building principal detailing events and accomplishments of the Student Council.

Adopted: 7/24/90

5. Submit all proposed fund-raising and other SADD activities to the principal for approval, and maintain and file required records for all financial operations of the SADD Club.

6. Meet all other requirements which are related to and necessary for the proper functioning of the SADD Club.

Adopted: 3/17/98

JOB DESCRIPTION

POSITION: **STUDENTS AGAINST DRUNK DRIVERS (SADD) CLUB ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Students Against Drunk Drivers Club at Madison High School.

JOB GOAL

To provide students with the best prevention and intervention tools possible to deal with the issues of under-age drinking, drunk driving, drug abuse, substance abuse and other destructive decisions.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all SADD Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of SADD and SADD officers, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in SADD activities, including but not limited to: [A] Grim Reaper activities; [B] homecoming anti-drinking and driving programs; [C] Madison Village crash dummies program; [D] Prom Promise, including letters from sixth grade students asking MHS seniors not to drink and drive; [E] Tie-One-On-for-Life Campaign; [F] Cleveland Auto Show training sessions and SADD booth assignments; [G] eighth grade lock-in; [H] Contract-for-Life campaign; and [I] public service announcements about prevention necessities on school intercom systems. The advisor must: [A] submit a list of activities and county-wide events and all necessary paperwork to the principal for approval; [B] arrange for transportation to event locations; and [C] supervise students in activities.
4. Submit an annual report to the principal about the school's SADD Club activities.

5. Submit all proposed fund-raising and other SADD activities to the principal for approval, and maintain and file required records for all financial operations of the SADD Club.
6. Meet all other requirements which are related to and necessary for the proper functioning of the SADD Club.

Adopted: 3/17/98

JOB DESCRIPTION

POSITION: STUDENTS AGAINST DRUNK DRIVERS (SADD) CLUB ADVISOR

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Students Against Drunk Drivers Club at Madison High School.

JOB GOAL

To provide students with the best prevention and intervention tools possible to deal with the issues of under-age drinking, drunk driving, drug abuse, substance abuse and other destructive decisions.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all SADD Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of SADD and SADD officers, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in SADD activities, including but not limited to: [A] Grim Reaper activities; [B] homecoming anti-drinking and driving programs; [C] Madison Village crash dummies program; [D] Prom Promise, including letters from sixth grade students asking MHS seniors not to drink and drive; [E] Tie-One-On-for-Life Campaign; [F] Cleveland Auto Show training sessions and SADD booth assignments; [G] eighth grade lock-in; [H] Contract-for-Life campaign; and [I] public service announcements about prevention necessities on school intercom systems. The advisor must: [A] submit a list of activities and county-wide events and all necessary paperwork to the principal for approval; [B] arrange for transportation to event locations; and [C] supervise students in activities.
4. Submit an annual report to the principal about the school's SADD Club activities.

JOB DESCRIPTION

POSITION: **SOPHOMORE CLASS ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Sophomore Class involved in fund-raisers and class-sponsored activities.

JOB GOAL

To organize the Sophomore Class effectively and to begin fund-raising activities to pay for the prom in the students' junior year of high school.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all Sophomore Class activities.
2. Supervise and gain approval for all fund-raisers and other activities sponsored by the Sophomore Class.
3. File proper forms and keep accurate records of all monies received from fund-raisers and other activities.
4. Keep the principal current and informed about Sophomore Class activities.
5. Meet all other requirements which are related to and necessary for the proper functioning of the Sophomore Class.

Adopted: 1/8/98

JOB DESCRIPTION

POSITION: **SENIOR CLASS ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Senior Class involved in fund raisers and other activities.

JOB GOAL

To organize and direct all senior class activities and events.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all senior class activities and events.
2. Gain approval for and supervise all fund raisers and other activities sponsored by the senior class, and keep accurate records of and file all proper forms for all monies received.
3. Submit an annual report concerning senior class activities to the Madison High School Principal.

Adopted: 7/24/90

5. Submit all proposed fund-raising and other Science Club activities to the principal for approval, and maintain and file required records for all financial operations of the Science Club.
6. Meet all other requirements which are related to and necessary for the proper functioning of the Science Club.

Adopted: 9/15/98

JOB DESCRIPTION

POSITION: SCIENCE CLUB ADVISOR (6-8) - MADISON MIDDLE SCHOOL

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of science and of the position as documented by successful experience.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities in science.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All members of the Science Club at the middle school.

JOB GOAL

To increase interest in science and to provide opportunities to improve students' science skills beyond what is provided in the regular classroom.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a monthly schedule of and attend and supervise all Science Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of the Science Club, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in Science Club activities, including but not limited to: [A] preparing students to pass the state proficiency tests and the school district's competency-based education assessments in science; [B] teaching students how to use computers and other instruments in solving science-related problems; [C] increasing students' problem-solving and logical thinking skills; [D] training and preparing students for participation in science tournaments; and [E] creating projects based upon science principles for display in the school and community.
4. Submit an annual report to the principal about the middle school's Science Club activities.

5. Submit all proposed fund-raising and other Science Club activities to the principal for approval, and maintain and file required records for all financial operations of the Science Club.
6. Meet all other requirements which are related to and necessary for the proper functioning of the Science Club.

Adopted: 12/15/98

JOB DESCRIPTION

POSITION: SCIENCE CLUB ADVISOR - ELEMENTARY SCHOOL

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of science and of the position as documented by successful experience.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities in science.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents and the general public, or the potential to establish them.

REPORTS TO

Elementary School Principal

SUPERVISES

All members of the Science Club at the elementary school.

JOB GOAL

To increase interest in science and to provide opportunities to improve students' science skills beyond what is provided in the regular classroom.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a schedule for a minimum of nine sessions, and attend and supervise all Science Club meetings and activities.
2. Establish the criteria for and supervise the selection of new members of the Science Club, and submit a list of eligible candidates to the principal for final approval.
3. Conduct and participate in at least three Science Club activities, including, but not limited to: [A] land lab; [B] courtyard maintenance; [C] annual project fair; [D] community environment clean-up; [E] student science proficiency test preparation through use of community speakers and tutoring volunteers; [F] demonstration of a science-related activity to a group of classmates; [G] presentation of a science-related thematic school day; and [H] participation in science-related competitions.

The activities will be designed to provide enrichment that will help students to pass the state proficiency tests and the school district's competency-based education assessments in science. They will also teach students how to use computers and other technology and instruments in solving science-related problems, increasing problem-solving and logical thinking skills, and appreciating both the principles and application of science in the world.

4. Submit an annual report to the Elementary School Principal about the Science Club activities.

6. Submit an annual report to the principal about the school's Power of the Pen activities.
7. Submit all proposed fund-raising and other Power of the Pen activities to the principal for approval, and maintain and file required records for all financial operations of the Power of the Pen.
8. Meet all other requirements which are related to and necessary for the proper functioning of the Power of the Pen Team.

Adopted: 1/8/98

JOB DESCRIPTION

POSITION: **POWER OF THE PEN ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All members of the Power of the Pen Team at Madison Middle School.

JOB GOAL

To prepare the Power of the Pen Team for their writing contests.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. To arrange, attend and supervise all Power of the Pen activities.
2. Create the criteria for and supervise the selection of members of the Power of the Pen team.
3. Create a weekly schedule of Power of the Pen Team meetings and attend and supervise all meetings and activities.
4. Conduct Power of the Pen pre-tournament activities, including: [A] providing Power of the Pen Team members with prompts; [B] evaluating and ranking Team papers; [C] conducting conferences with individual students regarding their strengths and weaknesses; [D] developing a plan of writing improvement by discussing development or style changes; [E] training judges to help with tournaments; and [F] registering for participation in tournaments
5. Conduct Power of the Pen tournament activities, including: [A] submitting a list of tournament trips and necessary paperwork to the principal for approval; [B] arranging for transportation to host schools; [C] supervising students on tournament trips; [D] acting as a judge in accordance with Power of the Pen holistic scoring guidelines; and [E] reviewing with students their returned papers in order to identify areas in need of improvement.

JOB DESCRIPTION

POSITION: **NATIONAL HONOR SOCIETY ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing extra-curricular academic activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal

SUPERVISES

Meetings and members of the Madison High School National Honor Society.

JOB GOAL

To serve as advisor for students elected to the Madison High School National Honor Society.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all National Honor Society meetings and activities.
2. Create a regular schedule of meetings that will insure all pertinent business is completed.
3. Supervise the election of National Honor Society officers.
4. Coordinate the election to the National Honor Society with the building principal, counselors, and academic advisory council.
5. Submit a list of all fund raising activities to the building principal for approval.
6. Submit an annual report to the building principal detailing events and accomplishments of the National Honor Society.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **NEWSPAPER ADVISOR - MIDDLE SCHOOL**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Principal

SUPERVISES

All student staff members of the Madison Middle School Newspaper.

JOB GOAL

To serve as advisor for students serving on the Madison Middle School newspaper.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all newspaper meetings and activities.
2. Create a regular schedule of meetings that will insure all publication deadlines are met.
3. Supervise the election of newspaper staff officers.
4. Create the criteria and coordinate the selection process for adding new members to the newspaper staff.
5. Submit a list of all fund raising activities to the building principal for approval.
6. Insure copies of the newspaper are submitted to the Superintendent and Board of Education members.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: **NEWSPAPER ADVISOR - HIGH SCHOOL**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal

SUPERVISES

All student members of the Madison High School Streak newspaper.

JOB GOAL

To guide students in the principles of journalism in the production of a student newspaper.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all newspaper meetings and activities.
2. Create a regular schedule of meetings that will insure all publication deadlines are met.
3. Supervise the election of newspaper staff officers.
4. Create the criteria and coordinate the selection process for adding new members to the newspaper staff.
5. Submit a list of all fund-raising activities to the building principal for approval.

Adopted: 9/25/90

JOB DESCRIPTION

POSITION: **MODEL U.N. ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal convictions or unethical conduct, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in supervision of students.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of class-sponsored activities.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

All members of the Model U.N. Club at Madison High School.

JOB GOAL

To increase knowledge of world affairs through simulations and competitions.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Create a regular schedule of Model U.N. meetings (at least monthly), and attend and supervise all meetings and activities.
2. Coordinate the selection of new members and submit a list of eligible candidates to the principal for final approval.
3. Supervise the election of Model U.N. Club officers.
4. Submit a list of activities trips and necessary paperwork to the principal for approval, and supervise students on those trips.
5. Submit all proposed fund-raising and other Model U.N. activities to the principal for approval, and maintain and file required records for all financial operations of the Model U.N. Club
6. Meet all other requirements which are related to and necessary for the proper functioning of the Model U.N. Club.

Adopted: 1/8/98

JOB DESCRIPTION

POSITION: **MIDDLE SCHOOL YEARBOOK ADVISOR**

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the activity as documented by either successful experience or completion of a college or university course in journalism.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing student activities.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Madison Middle School Principal

SUPERVISES

All student members of the Madison Middle School Yearbook Staff.

JOB GOAL

To serve as advisor for students serving on the Madison Middle School Yearbook staff

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Attend and supervise all yearbook meetings and activities.
2. Create a regular schedule of meetings that will insure all publication deadlines are met.
3. Supervise the election of yearbook staff officers.
4. Create the criteria and coordinate the selection process for adding new members to the yearbook staff.
5. Submit a list of all fund-raising activities to the building principal for approval.
6. Submit a copy of the yearbook to the Superintendent.

Adopted: 7/24/90

JOB DESCRIPTION

POSITION: MIDDLE SCHOOL/HIGH SCHOOL SATURDAY SCHOOL MONITOR

QUALIFICATIONS

1. Certificated teacher in the areas of Language Arts, Mathematics, Social Studies, Science and/or Guidance.
2. Evidence of strong knowledge in discipline.
3. Ability to work with at-risk and academically unsuccessful students.
4. Demonstrated skills in accurate recordkeeping and report submissions.
5. Recommendation of the building principal.

REPORTS TO

Building Principal

JOB GOAL

Major goals of this program are student-centered and include, improvement of individual student's academic achievement, individual self concept, and attitude toward school, and a decrease in the individual student's assignment to detention programs.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

Within the approved limits of Board policy as defined by the Superintendent, the Negotiated Agreement, and the terms of the grant application, Saturday school monitors shall

1. Provide remediation and intervention, within their subject area, to students assigned to Saturday school.
2. Assist in the attitude change segment of Saturday school.
3. Maintain accurate and current records of those students enrolled in the intervention/remediation aspect of Saturday school.
4. Assist the district administration in the evaluation of this program at the end of the school year.

Adopted: 9/25/90

Revised: 3/15/94

JOB DESCRIPTION

POSITION: MIDDLE SCHOOL/HIGH SCHOOL AFTER-SCHOOL DETENTION MONITOR

QUALIFICATIONS

1. Certificated teacher in the areas of Language Arts, Mathematics, Social Studies, Science and/or Guidance.
2. Evidence of strong knowledge in discipline.
3. Ability to work with at-risk and academically unsuccessful students.
4. Demonstrated skills in accurate recordkeeping and report submissions.
5. Recommendation of the building principal.

REPORTS TO

Building Principal

JOB GOAL

Major goals of this program are student-centered and include, improvement of individual student's academic achievement, individual self concept, and attitude toward school, and a decrease in the individual student's assignment to detention programs.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

Within the approved limits of Board policy as defined by the Superintendent and the Negotiated Agreement the After-School Detention Monitors shall

1. Provide remediation and intervention, within their subject area, to students assigned to After School detention.
2. Assist in the attitude change segment of After School detention.
3. Maintain accurate and current records of those students enrolled in the intervention/remediation aspect of After School detention.
4. Assist the district administration in the evaluation of this program at the end of the school year.

Adopted: 9/25/90

Revised: 3/15/94

MADISON LOCAL SCHOOLS

JOB DESCRIPTION

POSITION: HIGH SCHOOL DRAMA ASSISTANT / TECHNICAL DIRECTOR

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in drama or technical aspects of play directing.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing dramatics.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

High School Principal

SUPERVISES

The students participating in the various crews involved in a theater production.

JOB GOAL

To provide instruction in all technical aspects of theater arts that allows students the opportunity to participate in theater productions each year.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Direct all technical aspects of the performances including but not limited to lighting, make-up, sets, sound and necessary musical effects.
2. Assist with both the fall play and spring musical.
3. Duties as assigned by the high school drama director related to the technical aspects of production.
4. The ability to communicate effectively with students, staff and high school administration.

TERMS OF EMPLOYMENT

Salary, work year, and terms and conditions of employment to be determined by the Madison Local Board of Education in accordance with the Ohio Revised Code and the current Negotiated Agreement.

EVALUATION

Performance of the High School Drama Assistant/Technical Director will be evaluated annually by the high school Principal in accordance with the provisions of the Madison Local Board of Education policy and the current Negotiated Agreement.

MADISON LOCAL SCHOOLS

JOB DESCRIPTION

POSITION: HIGH SCHOOL MUSICAL CHOREOGRAPHER

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful dance/choreographer experience or completion of a college or university course in choreography.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing dramatics.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal or Designee

SUPERVISES

Students involved in the dancing/musical sequences of the high school musical.

JOB GOAL

To assist the High School Drama Director by choreographing the dance sequences of the high school musical.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. To provide choreography for musical numbers in high school productions.
2. To assist during tryouts of high school musical in providing dance routines and assisting with casting.
3. Attend all rehearsals and performances as requested by the high school drama director.
4. To help supervise students involved in the high school musical.
5. To help the student dance captains in leading and teaching routines for the high school musical.

TERMS OF EMPLOYMENT

Salary, work year, and terms and conditions of employment to be determined by the Madison Local Board of Education in accordance with the Ohio Revised Code and the current Negotiated Agreement.

EVALUATION

Performance of the High School Musical Choreographer will be evaluated annually by the high school Principal in accordance with the provisions of the Madison Local Board of Education policy and the current Negotiated Agreement.

Adopted: 11/16/10

MADISON LOCAL SCHOOLS

JOB DESCRIPTION

POSITION: INFINITE CAMPUS COACH

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with staff as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Ability to assess staff needs and plan training accordingly in using Infinite Campus.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing grading, student and staff information and technology.
5. Established, positive working relations with colleagues and administrators, parents.

REPORTS TO

Building Principal or Designee

SUPERVISES

Licensed/certificated staff in the day to day use of Infinite Campus.

JOB GOAL

To support licensed/certificated staff in the daily operation of Infinite Campus.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Train new staff on how to use Infinite Campus.
2. Attend user group meetings that apply to building coaches.
3. Assist teachers in posting grades and verifying that grades post properly.
4. To stay up to date on changes to the grade book program and help convey the information to staff.
5. Report problems with Infinite Campus to district administration.
6. Other duties as assigned by the Principal or designee within the scope of Infinite Campus.

TERMS OF EMPLOYMENT

Salary, work year, and terms and conditions of employment to be determined by the Madison Local Board of Education in accordance with the Ohio Revised Code and the current Negotiated Agreement.

EVALUATION

Performance of the Infinite Campus Coach will be evaluated annually by the building Principal or designee in accordance with the provisions of the Madison Local Board of Education policy and the current Negotiated Agreement.

Adopted: 11/16/10

MADISON LOCAL SCHOOLS

JOB DESCRIPTION

POSITION: HIGH SCHOOL SHOW CHOIR CHOREOGRAPHER

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful dance/choreographer experience or completion of a college or university course in choreography.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing dramatics.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Building Principal or Designee

SUPERVISES

Students involved in the show choir in conjunction with the Vocal Music Director.

JOB GOAL

To assist the Vocal Music Director by choreographing the dance sequences of the High School Show Choir.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. To provide choreography for the high school show choir.
2. To assist during tryouts of the high school show choir in providing dance routines and assisting with the tryout process.
3. Attend all rehearsals and performances as requested by the Vocal Music Director.
4. To help supervise students involved in show choir performances and rehearsals.
5. To help the student dance captains in leading and teaching routines for the show choir.

TERMS OF EMPLOYMENT

Salary, work year, and terms and conditions of employment to be determined by the Madison Local Board of Education in accordance with the Ohio Revised Code and the current Negotiated Agreement.

EVALUATION

Performance of the High School Show Choir Choreographer will be evaluated annually by the high school Principal in accordance with the provisions of the Madison Local Board of Education policy and the current Negotiated Agreement.

Adopted: 11/16/10

MADISON LOCAL SCHOOLS

JOB DESCRIPTION

POSITION: SEVENTH AND EIGHTH GRADE TRIP DIRECTOR

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in drama or technical aspects of play directing.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing dramatics.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Middle School Principal

SUPERVISES

Students participating in the seventh or eighth grade trips.

JOB GOAL

To organize and oversee all the details regarding the seventh or eighth grade trips at the middle school.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Contact the tour companies to arrange for trip itinerary.
2. Secure contracts and provide to Board for approval.
3. Generate newsletters for parents and students about the trips as well deadlines for payments.
4. Communicate with administration about any issues that would arise before and/or during the trip.
5. Secure tour supervision including nursing services.
6. Organize bussing and room assignments.
7. Participate in necessary parent meetings.

TERMS OF EMPLOYMENT

Salary, work year, and terms and conditions of employment to be determined by the Madison Local Board of Education in accordance with the Ohio Revised Code and the current Negotiated Agreement.

EVALUATION

Performance of the Seventh and Eighth Grade Trip Director will be evaluated annually by the middle school Principal in accordance with the provisions of the Madison Local Board of Education policy and the current Negotiated Agreement.

MADISON LOCAL SCHOOLS

JOB DESCRIPTION

POSITION: LANGUAGE CLUB ADVISOR

QUALIFICATIONS

1. Good moral character as evidenced by the absence of any criminal or unethical convictions, or rehabilitation to the satisfaction of the Board of Education.
2. Ability to work effectively with students as indicated by successful prior evaluations in the position or other evidence submitted to the satisfaction of the Board of Education.
3. Knowledge of the position as documented by either successful experience or completion of a college or university course in drama or technical aspects of play directing.
4. Knowledge of applicable Board of Education policy and administrative rules and regulations governing dramatics.
5. Knowledge of the health- and safety-related aspects of the activity.
6. Established, positive working relations with colleagues, administrators, parents, and the general public, or the potential to establish them.

REPORTS TO

Madison High School Principal

SUPERVISES

All members participating in Language Club involved in fundraisers and other activities.

JOB GOAL

To effectively organize the language club's activities and any fundraisers sponsored by the club.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. To arrange, attend and supervise all language club activities.
2. Supervise and gain approval for all fund raisers and other activities.
3. File proper forms and keep accurate records of all monies received from fund raisers and other activities.
4. Submit an annual report to the building principal concerning the language club activities.
5. Support the development of student leadership in the club through the election of officers.
6. To develop activities of an international nature to reflect the need to understand our global society.

TERMS OF EMPLOYMENT

Salary, work year, and terms and conditions of employment to be determined by the Madison Local Board of Education in accordance with the Ohio Revised Code and the current Negotiated Agreement.

EVALUATION

Performance of the Language Club Advisor will be evaluated annually by the high school Principal in accordance with the provisions of the Madison Local Board of Education policy and the current Negotiated Agreement.

Adopted: 7/24/90
Revised: 11/16/10