

Job Title: Administrative Assistant

Reports to: Building Administrators

Qualifications:

1. Minimum H.S. diploma or equivalent
2. Excellent organizational skills
3. Computer literacy
4. Proficient keyboarding skills
5. Working knowledge of basic office procedures and the operation of common office equipment and machines
6. Related job experience
7. Such alternatives to the above qualifications as the Board of Education may find appropriate

Job Goal: Help promote a positive and efficient atmosphere

Expectations, Duties & Responsibilities:

- Interact in a friendly caring manner with co-workers, parents, students and supervisors
- Demonstrate an ability to learn and use technology
- Abide by the District's policies and procedures and support District decisions.
- Demonstrate a willingness to be a cohesive team member.
- Maintain confidentiality of students and staff.

Job Duties may include but are not limited to:

- Check in all visitors
- Answer phones and takes messages as needed.
- Make appointments for office personnel
- Write admits and tardies for students
- Contact parents of absent students
- Distribute mail and faxes
- Assist students at the counter as needed & call students to the office
- Assist students needing to see the school nurse and give medications in nurse's absence
- Type and mail correspondence
- Run daily and monthly attendance reports and close out the attendance day
- Prepare district reports
- Process bus notes and communicate with appropriate personnel
- Enter building data into SISK12 and maintain student records
- Manage students' permanent records
- Assist MOSIS coordinator in entering data into the student information system
- Prepare bulletins
- Make copies as needed
- Arrange for substitutes as needed
- Prepare and process purchase orders
- Open incoming packages and inspect packing slips
- Transport money to and from bank
- Prepare gate keeper money boxes
- Prepare deposits for the office
- Take mail to post office
- Check in and distribute supplies
- Assist in preparing schedules for students
- Complete filing
- Prepare activity programs and/or awards
- Update web pages

- Maintain daily building substitute list
- Compile staff absence and substitute report monthly for Central Office
- Compile reports as requested
- Maintain the student information in the student information system
- Maintain the building calendar
- Schedule use of buildings
- Enter maintenance requests
- Collect time sheets for designated non-certified staff
- Assist in the preparation for hospitality events for district, building and community
- Attend Back to School night & parent/teacher conferences as needed
- Assist in enrollment procedures
- Update and distribute phone list
- Collect teachers' checkout sheets and end of year forms
- Update inventory and order new supplies
- Maintain office equipment
- Order vending machine supplies
- Assist in preparation of handbooks, course description guides, etc..
- Maintain bulletin boards
- Assign and maintain records for locker use
- Assist counselors with events such as Career Day, Kindergarten screening, Red Ribbon week, etc.
- Assist in organizing and inventorying the Bright Futures Hub
- Assist in all Bright Futures responsibilities (Facebook, making calls, etc..)
- Assist counselors in preparing lesson materials
- Attend training events as requested by supervisors.
- Assist counselors in updating the Guidance Plan and Crisis Plan
- Tabulate guidance evaluation results and summarize
- Assist in preparing for graduation ceremonies and celebrations.
- Perform any other duties as assigned by building principal, building counselors, Asst. Supt. or Supt.

Adopted: November 8, 2010

Revised: July 11, 2016

Title: Head Cook/Kitchen Manager

Qualifications:

1. High School Diploma or equivalent
2. Certification of good health signed by a licensed physician
3. Demonstrated aptitude for successful performance of the tasks listed
4. Current food handler's permit with Johnson County, MO

Reports to: Director of Food Service or Building Principal

Supervises: Building Cooks

Job Goal: To achieve through effective and efficient management of the cafeteria/kitchen the maximum operating potential; thus serving the objectives and interests of students, administration & district patrons.

Expectations, Duties & Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.
- Individual must frequently walk, continuously stand, bend or twist the neck and trunk, repeat the same hand/arm/finger motions many times, and occasionally lift up to 50 pounds such as milk crates, frozen foods, canned foods, etc.
- Supervise and instruct all kitchen personnel (cooks and sub cooks) in the safe, proper and efficient use of all kitchen equipment.
- Maintain the highest standards of safety and cleanliness in the kitchen.
- Follow regular menu for meals and plans alternate lunches (where applicable) considering probable number of servings, depending on popularity of various dishes, and supervises and/or participates in preparation.
- Ensure the size of serving meets the necessary USDA age requirements.
- Prepare food according to a planned menu and tested, uniform recipes and determine by tasting if the finished product is of the best quality both in flavor and appearance before it is served.
- Supervise placement and arrangement of items served on steam tables and checks for correct serving temperatures and serving utensils.
- Requisition food and supplies weekly and check quality of food received.
- Prepare milk and bread order.
- Oversee ala carte operation (where applicable).
- Inspect method of food preparation.
- Decides on new alternate menu items (where applicable)
- Check and document coolers, freezers and dishwasher according to HACCP guidelines.
- Supervise the daily cleaning of all kitchen equipment and the washing and sterilizing of all dishes, silverware and utensils. Coordinate and maintain deep cleaning schedule on such.
- Ensure that all equipment in the cafeteria & kitchen are in safe, working condition, and notifies the Food Service Director when repairs are needed.
- Supervise and work with cashiers to maintain accurate daily records, deposits and charges.
- Maintain daily and monthly records, reports, monthly inventories and invoices, and submit when appropriate.
- Have ability to operate and understand the computerized point of service.
- Maintain food service staff time sheets and submit on the 10th and 25th to food service director.
- Report immediately to Food Service Director any unsafe, unsanitary and emergency conditions that occur.
- Coordinate preparation and service of food activities other than lunch programs as necessary.
- Perform any other related duties requiring the food service cafeteria and/or staff.

- Perform any other reasonable duties assigned by the Food Service Director that contribute to the smooth, efficient and effective operation of the cafeteria/kitchen.
- Know emergency procedures in the building.
- Complete any other duties as assigned by the head cook, Food Service Director, building principal, or Superintendent.

Adopted: November 8, 2010

Revised:

Title: Cook

Qualifications:

1. High School Diploma or equivalent
2. Certification of good health signed by a licensed physician
3. Demonstrated aptitude for successful performance of the tasks listed
4. Current food handler's permit with Johnson County, MO

Reports to: Director of Food Service or Building Principal

Job Goal: To assist in the preparation and service of quality food to students in a quick and pleasant manner. To achieve, under the direction of the Head Cook an accurate accounting of meal counts and income by category contributing to the cafeteria's maximum operation potential.

Expectations, Duties & Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.
- Individual must frequently walk, continuously stand, bend or twist the neck and trunk, repeat the same hand/arm/finger motions many times, and occasionally lift up to 50 pounds such as milk crates, frozen foods, canned foods, etc.
- Assist with quantity of food preparation.
- Assist in the preparation and serving of food in a quick and pleasant manner.
- Assist with the daily cleaning of all kitchen equipment to ensure cleanliness and sanitary conditions are met.
- Perform major cleaning of refrigerators, cooler, freezers, and storerooms at regularly scheduled intervals as designated by the head cook.
- Assume responsibility for storage and disposal of unused foods.
- Set up and break down serving lines (salad bar, hot food, ala carte, etc.) Assist on serving line in accordance with head cook suggestions
- Consult with head cook on proper portions and that attractiveness and quality of the product is being maintained.
- Advise head cook of cleaning supplies and quantity needed for cleaning and sanitizing.
- Report immediately to the manager any equipment failure, unsanitary or unsafe conditions that may occur.
- Follow proper procedure for counting and recording lunches served by category to account for reimbursable meals.
- Identify food items for reimbursable lunch adhering to the meal count system.
- Report immediately to head cook any irregularities that may occur.
- Maintain cash register and reports malfunctions to head cook.
- Be responsible for collecting any negative balances on accounts and report any problem accounts to head cook.
- Know emergency procedures in the building.
- Complete any other duties as assigned by the head cook, Food Service Director, building principal, or Superintendent.

Adopted: November 8, 2010

Revised:

Job Title: Food Service Director

Reports to: OPAA/Superintendent

Qualifications:

1. Minimum H.S. diploma
2. Certification of good health signed by a licensed physician
3. Demonstrate aptitude for successful performance of the task listed.
4. Good written, oral communication, and organizational skills
5. Supervisory experience preferred
6. Computer literacy
7. Ability to assume responsibility, display initiative, and exercise good judgment
8. Ability to handle and maintain confidential information regarding students, staff, parents, etc.

Supervises: District food service personnel

Job Goal: To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness and personal caring.

Expectations, Duties, & General Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.
- Purchase and maintain an inventory of all foods, supplies, and equipment.
- Plan and check all menus for school lunches, breakfasts, and special dinners.
- Interview, employ and evaluate all food service employees.
- Check all bills and purchase orders for accuracy before presenting for payment.
- Check all food service personnel payrolls.
- Plan disposition of government commodities as part of ongoing food service program.
- Check all government reimbursements.
- Visit all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
- Supervise the planning and preparation of any special meals required for district-sponsored events.
- Inform the public, through the local press, of planning menus on a weekly basis. This would include communication with the District Communications Coordinator for updates to the website.
- Oversee the summer school food service program.
- Supervise and insure that student meal accounts are reconciled.
- Approve and verify free and reduced applications.
- Present food service reports to Board of Education.
- Assist in the preparation of required reports to State, Federal, and any other necessary entities.
- Perform any other duties as assigned by the Superintendent

Adopted: November 8, 2010

Revised:

Title: Nurse

Qualifications:

1. Valid state license to practice as a registered nurse.
2. Certificate as public school nurse or any other certificate required by the State of Missouri.
3. Willing to accept the school nurse responsibilities of the Holden R-III Schools.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Building Principals & Superintendent

Job Goal: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

Expectations, Duties and Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.
- Ensure all immunizations are up to date and recorded in student record.
- Conduct school health service including physical examinations, immunizations and tests for hearing and vision.
- Assume responsibility for selection of referral of students in need of medical and dental care.
- Report to parents, school personnel, physicians, clinics and other agencies on school medical matters.
- Maintain up-to-date cumulative health records on all students.
- Observe students on a regular basis to detect health needs.
- Assume authority in the absence of a physician for the care of a student or staff member who has suffered injury of emergency illness.
- Visit student homes when necessary.
- Participate with school staff in developing and implementing total school health program.
- Contact homes of children referred by principals.
- Advise on modification of the educational program to meet health needs of individual students.
- Prepare and submit reports for the Superintendent and the State Board of Health.
- Develop protocol as needed for school related health matters.
- Authorize exclusion and readmission of students in connection with infectious and contagious diseases.
- Advise teachers on health matters particularly regarding screening for student health defects.
- Promotes and assists in the control of communicable diseases.
- Assist school personnel in establishing sanitary conditions in schools.
- Attend committee meetings regarding health service and health curriculum.
- Participate in in-service training programs.
- Perform any other duties as assigned by the Building Principals or Supt.

Adopted: November 8, 2010

Revised: July 26, 2016

Title: Nurse Assistant

Qualifications: 1. High School Diploma or equivalent
2. Current certification in First Aid & CPR

Reports to: Building Principals & School Nurse

Job Goal: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

Expectations, Duties and Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.
- Assists the District Nurse with the all duties as requested.
- Ensure all immunizations are up to date and recorded in student record.
- Conduct school health service including physical assessment, immunizations and tests for hearing and vision.
- Assume responsibility for selection of referral of students in need of medical and dental care.
- Report to parents, school personnel, physicians, clinics and other agencies on school medical matters within confidentiality guidelines.
- Maintain up-to-date cumulative health records on all students in SISK12.
- Observe students on a regular basis to detect health needs.
- Assume authority in the absence of a physician for the care of a student or staff member who has suffered injury or emergency illness.
- Visit student homes when necessary.
- Participate with school staff in developing and implementing total school health program.
- Contact homes of children referred by principals.
- Advise on modification of the educational program to meet health needs of individual students.
- Prepare and submit reports for the superintendent and the State Board of Health.
- Develop protocol as needed for school related health matters.
- Authorize exclusion and readmission of students in connection with infectious and contagious diseases.
- Advise teachers on health matters particularly regarding screening for student health defects.
- Assist school personnel in establishing sanitary conditions in schools.
- Attend committee meetings regarding health service and health curriculum.
- Participate in in-service training programs.
- Perform any other duties as assigned by the Building Principals or Superintendent.

Adopted: November 8, 2010

Revised: July 26, 2016

Title: Day Plus Director

Qualifications:
Minimum:

1. Minimum of a high school diploma or equivalent
2. Communication skills
3. Leadership ability
4. 2 years of experience working in a similar program
5. Experience in computer skills, accounting, record keeping, bookkeeping and organizational skills. Training in early childhood development and learning, covering areas in health, safety, and nutrition.

Desirable:

1. HS Diploma
2. College hours in Childhood Education
3. Leadership ability
4. Communication skills
5. Five years of experience working in a similar program
6. Fiscal management skills
7. Experience in program development
8. Supervision of staff
9. Knowledge of curriculum implementation.

Reports to: Elementary Principal

Supervises: Day Plus Teachers and Day Plus Teacher Aides

Job Goal: To provide a program where students can play and learn with adequate supervision. To provide a center where children are cared for in a safe, nurturing, and learning environment filled with varied experiences, which will help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence. Promote growth in all stages of development. Follow federal and state laws, school board policy.

Expectations, Duties and Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.

Daily:

- Communication with parents, staff, and children.
- Time Sheets, Activities, Daily Attendance and Accounts Records.
- File reports, supervise staff in day-to-day operations of the program.
- Maintain Staff/Child Ratios.
- Handle any program/staff problems, or conflicts that might arise.
- Handle any parental concerns, conflicts and resolutions.

Weekly:

- Bank deposits
- Plan activities and snacks
- Inventory and stock of craft and grocery supply
- Conferences with parents when necessary

Monthly:

- Time sheets, bank deposits, purchase orders, plan field trips and itinerary
- Mail DFS Monthly/Daily Records for reimbursement
- Plan staff scheduling, staff training & schedule workshops
- Promote Program-staff/parent/child/community collaboration events

Yearly:

- Maintain accreditation
- Annual budget
- Day Plus Handbook
- Plan yearly schedule
- Maintain childhood development training
- Create program brochure

Adopted: November 8, 2010

Revised: July 26, 2016

Title: Day Plus Teacher

Qualifications:
Minimum:

1. HS Diploma or equivalent
2. Communication skills.
3. Experience working in a similar school age program.
4. Knowledge in Early Childhood Development.
5. Must have nurturing skills.

Desirable:

1. HS Diploma.
2. College hours in Childhood Education.
3. Leadership ability.
4. Communication skills.
5. 2 years of experience working in a similar program.
6. Record keeping.
7. Bookkeeping skills.
8. Combination of education, experience, in-service training comparable to above standards.
9. Experience working with school-age children.

Reports to: Day Plus Director

Job Goal: To assist in a program where students can play and learn with adequate supervision. To provide care and nurturing skills where age appropriate activities meet the needs of the individual child. A program where the child will grow socially, emotionally, physically and intellectually.

Expectations, Duties and Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.

Daily:

- Communication with Parents and staff/volunteers
- Help plan and set up activities, Arts and Crafts, physical environment (indoor and outdoor)
- Positive interaction and respect towards children
- Teach conflict resolution
- Manage children's behavior as necessary
- Cooperate with staff
- Assist with daily program set-up and clean up
- Help Program Director observe and document growth and development of each child
- Maintain a safe environment
- Ensure that children are signed in and signed out
- Provide documentation to Program Director as specified (accident, incident, field trips), -Provide supplies and refreshments daily
- Follow federal and state laws, as well as School Board Policy
- Assume other duties as requested by Program Director.

Weekly:

- Oversee curriculum schedule, snack menu, Arts and Crafts, Theme of the week, field trips

Monthly:

- Attend Early Childhood Development workshops to maintain annual training hours
- Assist Director

Adopted: November 8, 2010

Revised: July 26, 2016

Title: Library Aide

Qualifications: 1. Minimum of a high school diploma or equivalent.
2. Possess necessary skills for the specific position assignment.

Reports to: Building Principals and Librarian

Job Goal: To assist in providing a media center that is an integral part of the educational environment.

Expectations, Duties & Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Abide by the District's policies and procedures and support District decisions
- Use the computerized management system to check materials in and out, update inventory and print reports.
- Shelve library materials neatly, accurately and promptly.
- Process new materials for shelving.
- Assist students and staff in selecting and locating materials.
- Assist librarian in preparing district and state reports, ordering new materials, and weeding the collection.
- Take initiative in completing assigned tasks promptly and accurately.
- Communicate with librarian on what tasks need to be completed.
- Familiarize self with equipment and materials in the media center.
- Maintain audio visual equipment.
- Repair and clean damaged library materials.
- Maintain a neat and well-organized library media center.
- Attend all training sessions and special meetings as requested.
- Adhere to confidentiality in relation to students and all school matters.
- Maintain an accurate monthly time sheet.
- Establish a working relationship with staff and students.
- Conduct self in a professional manner.
- Be punctual and attend regularly.
- Perform any other duties assigned by the building principals, librarian, or Superintendent.

Adopted: November 8, 2010

Revised:

Title: Parent Educator

Qualifications:

1. Holds a valid driver's license
2. Certification and a 4 year degree in one of the following:
 - Early Childhood Education
 - Early Childhood Special Education
 - Elementary Education
 - Vocational Home Economics or Family and Consumer Sciences

Demonstrated ability in working with young children and their parents;

OR

A two-year associate degree or two-year certificate program in Early childhood Education, child Development or Nursing and demonstrated ability in working with young children and their parents;

OR

Sixty college hours and two years of successful experience in a program working with young children and their parents;

OR

Successful completion of Department-approved training in parent education regardless of previous training and experience according to the following schedule: a) A minimum of 30 hours of pre-service training; b) parenting experience is strongly recommended but not required.

Reports to: Elementary Principal

Job Goal: To work cooperatively with parents to foster the optimal development of young children.

Expectations, Duties and Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.

Daily:

- Strictly adhere to all policies and procedures set forth in the current Early Childhood Program
- Development Act Program Guidelines and Administrative Manual provided by the MO DESE
- Fully implement the Born to Learn Curriculum required by the National Parents As Teachers Center
- Actively recruit new families into the program
- Form connections and become knowledgeable about community resources
- Maintain accurate and timely record keeping
- Follow school district policies and procedures
- Strictly adhere to confidentiality in relation to families and all school matters
- Assist families in forming a positive connection with the school

Weekly:

- Submit a weekly visit log, copies of newsletters and calendars of events to the supervisor
- Make appropriate referrals to the district special services programs or other agencies

Monthly:

- Publish and distribute a parent newsletter

Yearly:

- Attend training on delivery of screening instruments
- Participate in personal and program evaluation process

- Submit invoice for approval
- Provide data for the completion of district, state, and national reports
- Participate in ongoing required professional development
- Assist with district mass screenings (Kindergarten and early childhood)

Periodically:

- Organize and conduct meetings as necessary
- Communicate and work cooperatively with teachers in the district preschool and Early Childhood Special Education program

Adopted: November 8, 2010

Revised: July 26, 2016

Title: Special Education Paraprofessional

Qualifications:

1. Minimum of a high school diploma or equivalent.
2. Must have earned a minimum of 60 college credit hours for some positions.
3. 18 years of age
4. Possess necessary skills for the specific position assignment
5. Demonstrate maturity and a responsible attitude

Reports to: Process Coordinator and Asst. Superintendent

Job goal: To assist in the educational process of students.

Expectations, Duties and Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.
- Communicate with teachers on what tasks need to be done and inform teachers when completed.
- Complete assigned tasks promptly and accurately.
- Communicate with teachers on student needs and progress.
- Familiarize self with materials and equipment, within the classroom and building.
- Always conduct self in a professional manner, i.e. attitude, manners, and appearance.
- Take initiative to complete necessary tasks.
- Be punctual and have regular attendance.
- Establish a working relationship with the teacher and the students.
- Maintain an accurate time sheet.
- Attend all required training and meetings.
- Follow school policy and procedure.
- Be aware of the student's needs and limitations, if IEP student be aware of modifications and accommodations for each student.
- Refer all questions or problems from parent to the teacher.
- Adhere to confidentiality in relation to student and all school matters.
- Assist students during non-instructional times such as recess and lunch.
- Assist with standardized tests.
- Assist with Kindergarten screening
- Personal paraprofessionals will be used as needed if their student is absent.
- Take care of children's individual, personal, physical needs i.e. changing diapers, taking to the restroom, if applicable.
- Perform any other duties assigned by the building principal, Process Coordinator, Asst. Superintendent, or Superintendent.

Adopted: November 8, 2010

Revised: August 22, 2012

Revised: July 26, 2016

Title: RTI Paraprofessional

Qualifications:

1. Minimum of a high school diploma or equivalent.
2. Must have earned a minimum of 60 college credit hours or passed the paraprofessional proficiency exam.
3. 18 years of age
4. Possess necessary skills for the specific position assignment
5. Demonstrate maturity and a responsible attitude

Reports to: Elementary Principal and Asst. Superintendent

Job goal: To assist in the educational process of students.

Expectations, Duties and Responsibilities:

- Interact in a friendly caring manner with co-workers, parents and students.
- Possess the ability to use computer and related software.
- Abide by the District's policies and procedures and support District decisions.
- Complete assigned tasks promptly and accurately.
- Communicate with RTI teachers on student needs and progress.
- Familiarize self with materials and equipment, within the classroom and building.
- Always conduct self in a professional manner, i.e. attitude, manners, and appearance.
- Take initiative to complete necessary tasks.
- Be punctual and have regular attendance.
- Establish a working relationship with the RTI teacher and the students.
- Maintain an accurate time sheet.
- Attend all required training and meetings.
- Follow school policy and procedure.
- Be aware of the student's needs and limitations, if IEP student be aware of modifications and accommodations for each student that are applicable to RTI interventions.
- Refer all questions or problems from parent to the teacher.
- Adhere to confidentiality in relation to student and all school matters.
- Elementary RTI paraprofessionals may monitor students during non-instructional times such as recess, lunch, etc..
- Assist with standardized tests.
- Elementary RTI paraprofessionals will assist with Kindergarten screening
- Complete all required testing and if applicable submit written results.
- Become familiar with managing the progress monitoring system.
- Follow directions given by RTI teachers.
- Perform any other duties assigned by the building principal, Asst. Superintendent, or Superintendent.

Adopted: November 8, 2010

Revised: August 22, 2012

Revised: July 26, 2016