

2023-2025 NEGOTIATED AGREEMENT



AGREEMENT

This Agreement is made and entered into on the 5th of December, 2023 by and between the Board of Education of Unified School District 500, Kansas City, Kansas, Wyandotte County, and the National Education Association – Kansas City, Kansas, Inc., 11015 West 75th Terrace, Shawnee, Kansas 66214. This Agreement is the result of good faith collective negotiations which have been conducted under the requirements of and directives of the Professional Negotiations Act (K.S.A. 72-2218 *et seq.*).

The provisions of this Agreement may be changed only by mutual consent of the Board and Association. Each party has had the opportunity to make proposals with respect to all negotiable subjects, and therefore, each agrees that the other will not be obligated to negotiate during the life of this Agreement on any item for the school years 2023-24 or 2024-25 whether contained herein or not. The parties agree to meet and confer on an annual basis. In the event the Board receives any change in general funding from the State for the 2024-25 school year (either in additional funding or reduced funding through modifications of the State budget, allotments or otherwise), both parties agree, if requested by either party prior to March 1, 2024, to reopen negotiations for the limited purpose of negotiating any changes to compensation for members of this bargaining unit or negotiate issues related to plan time, lunch times and/or nurse's salary.

This Agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2025. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated.

This Agreement shall be made accessible on the district web page. Once ratified, the Agreement will be sent via email to the bargaining unit with one copy for each association representative provided by the Board.



**Dom DeRosa, President
National Education Association
Kansas City, Kansas**



**Randy Lopez, President
Board of Education**

Date: 12/5/2023

TABLE OF CONTENTS

ARTICLE I	9
BOARD'S MANAGEMENT RIGHTS	9
A. <i>Rights Reserved and Retained</i>	9
ARTICLE II.....	9
TERMS AND DEFINITIONS RELATING TO POLICIES GOVERNING TEACHERS.....	9
A. <i>Special terms relating to this agreement are defined as follows:</i>	9
1. <i>The Association</i>	9
2. <i>Primary Contract:</i>	9
3. <i>Supplemental Contract</i>	9
4. <i>Contract Day, Duty Day or Working Day</i>	9
5. <i>Non-teaching Contract Days</i>	9
6. <i>Non-working Days</i>	9
7. <i>Holiday</i>	9
8. <i>Extended Contract</i>	9
9. <i>Board</i>	9
10. <i>District</i>	9
11. <i>Teacher</i>	9
12. <i>Term of contract</i>	9
ARTICLE III	10
OFFICIAL HUMAN RESOURCE RECORDS	10
A. <i>Teacher Access to District Human Resources File</i>	10
B. <i>Teacher's Right to Respond</i>	10
ARTICLE IV	10
DUTIES AND RESPONSIBILITIES	10
A. <i>Term of Employment</i>	10
1. <i>Emergency Closing Days</i>	10
2. <i>Additional Work Days</i>	10
3. <i>Salary Deductions for Absences</i>	10
4. <i>Holidays and Non-Working Days</i>	11
5. <i>Records Preparation</i>	11
6. <i>Classroom Setup</i>	11
B. <i>Time Schedules – Work Day</i>	11
1. <i>Professional Day</i>	11
2. <i>Teachers</i>	11
3. <i>Counselors</i>	13
4. <i>Librarians</i>	13
5. <i>Nurses</i>	13
C. <i>Safe and Secure Working Conditions</i>	14
D. <i>Building Committees</i>	14
E. <i>Emergency Event Protocol</i>	14
ARTICLE V	15
EVALUATION OF TEACHER PERFORMANCE	15
A. <i>First and Second Year Teachers</i>	15
B. <i>Third and Fourth Year Teachers</i>	15
C. <i>Written and Signed Evaluations</i>	15
D. <i>Teacher's Right to Append Response</i>	15
E. <i>Teacher's Right to Examine Documents</i>	16
F. <i>Electronic Monitoring Prohibited</i>	16
G. <i>Classroom Visits for Evaluation</i>	16
H. <i>Visitation Feedback</i>	16
I. <i>Responsibility for Evaluation</i>	16

J. Orientation	16
K. Intensive Assistance Process	16
1. Intensive Assistance for Improvement	16
2. Responsibility for Improvement.....	17
3. Right to Dismiss.....	17
4. Notice of Placement on Intensive Assistance	17
ARTICLE VI	17
SEPARATION OF SERVICES OF TEACHERS	17
A. Resignations and Cancellation of Contracts	17
1. Written Notice of Resignation.....	17
2. Liquidated Damages for Late Resignation.....	17
3. Date of Resignation	17
B. Separation Due to Staff Reduction.....	18
1. Active Service Defined	18
2. Preferred Eligibility List	18
3. Required Current Information	18
4. Failure to Accept Duty Voids Rights	18
ARTICLE VII.....	18
DISCIPLINARY REPRIMAND	18
A. Defined	18
B. Written Reprimand	19
C. Notice of Complaint.....	19
D. Prior Discussion.....	19
E. Conference Conditions	19
F. Employee Notification and Response.....	19
ARTICLE VIII	19
SUSPENSION, NONRENEWAL, TERMINATION	19
A. Suspension from Duty.....	19
1. Right to Appeal	19
2. Salary Payments During Short-Term Suspension	19
B. Termination or Non-renewal of Contract by the Board	20
C. Notice of Non-renewal of Non-Probationary Teachers.....	20
D. Notice of Non-renewal of Contract by the Board.....	20
E. Service of Notice to Non-Renew or Terminate the Contract.....	20
F. Dismissal of Non-Probationary Teachers	20
G. Teacher License Expiration.....	20
H. Contract Change by Mutual Agreement.....	20
ARTICLE IX	21
TEACHER ORGANIZATIONS AND ORGANIZATIONAL RELATIONS	21
A. Membership Communication.....	21
1. In Faculty Meetings	21
2. Use of Mail Boxes and Bulletin Boards	21
3. Use of Inter-School Delivery Service	21
4. Mail Distribution.....	21
5. Acceptable Use of Electronic Mail	21
6. Meeting with Representative During the Work Day	21
B. Use of School Facilities and Equipment.....	22
1. Advance Authorization Required	22
2. Use of Building After 5:00 p.m.	22
3. Use of School Equipment.....	22
C. Dues for Membership in NEA-KCK	22
1. Authorization of Deduction.....	22
2. Initiation and Continuation	22
4. Responsibility for Remittance of Dues.....	22

5. Release and Indemnification	22
D. <i>Leave for Association Purposes</i>	23
1. Extended Association Business Leave	23
E. <i>Kansas Education Systems Accreditation (“KESA”)</i>	23
ARTICLE X	23
RESOLUTION OF GRIEVANCES	23
A. <i>Definitions:</i>	23
1. <i>Grievance</i>	23
2. <i>Grievant</i>	23
3. <i>Department</i>	23
4. <i>Immediate Supervisor</i>	23
5. <i>Party in Interest</i>	23
B. <i>Procedure for Resolution of a Grievance</i>	24
1. <i>Level I</i>	24
2. <i>Level II</i>	24
3. <i>Level III</i>	24
4. <i>Level IV</i>	24
C. <i>Miscellaneous Grievance Resolution Provisions</i>	25
1. <i>Forms</i>	25
2. <i>Written Material Required</i>	25
3. <i>Closed Hearings</i>	25
4. <i>Separate Files</i>	25
5. <i>No Reprisals</i>	25
6. <i>Right to Informal Discussion</i>	25
7. <i>Initial Filing at Level III</i>	26
8. <i>Days</i>	26
ARTICLE XI	26
TEACHER COMPENSATION AND OTHER BENEFITS	26
A. <i>Salary Guides - Classroom Teachers</i>	26
1. <i>Every Teacher Classified</i>	26
2. <i>Dates for Reclassification</i>	26
3. <i>Salary Adjustment</i>	26
4. <i>Classes Defined</i>	27
5. <i>Salary Schedule Level Defined, Adjustment</i>	28
6. <i>Duty Days Per Year</i>	28
7. <i>Level Assignment for 2023-24 and 2024-25 Contract Years</i>	28
8. <i>Level Placement for Accredited Experience from Outside USD 500</i>	28
9. <i>Nurses</i>	29
10. <i>Vocational Education Endorsement Recognition</i>	29
11. <i>Counselor</i>	30
12. <i>Compensation for Required In-District Travel</i>	30
13. <i>Base Salary Scale</i>	30
14. <i>Short-Term Assignments</i>	32
15. <i>Summer School</i>	32
16. <i>National Certification</i>	33
17. <i>Longevity Pay</i>	33
18. <i>Special Education Supplement</i>	33
ARTICLE XII	33
SUPPLEMENTAL AND EXTRACURRICULAR SALARIES	33
SUPPLEMENTAL CONTRACTS	33
A. <i>Compensation for Extracurricular Duties</i>	33
1. HIGH SCHOOL SPORTS/ACTIVITIES	34
2. MIDDLE SCHOOL SPORTS/ACTIVITIES	35
3. ELEMENTARY SCHOOL ACTIVITIES	36
B. <i>Longevity Component</i>	36
C. <i>Special Duty Personnel for Special Activities</i>	36
1. <i>Duties Outside Regular School Day</i>	36

2. Teachers May Request Duty	36
3. Compensation Determination.....	37
D. <i>Extra Pay for Extra Work Schedules</i>	37
1. Yearly Contract Method.....	37
2. Hourly Rate of Pay Method	37
3. Pay for Supplemental Teaching Services.....	37
E. <i>Compensation for Student Teacher Supervision</i>	37
ARTICLE XIII	38
TEACHER FRINGE BENEFITS	38
A. <i>Workers' Compensation</i>	38
1. All Teachers Included	38
2. Immediate Injury Report Required.....	38
3. Injury When on Duty	38
B. <i>Tax Deferred Annuities</i>	38
1. Participating Companies Approved by Board.....	38
2. Two Application Periods Per Year.....	38
3. Continuation of Pre-Employment Agreement.....	39
C. <i>Section 125 - Cafeteria Plan</i>	39
1. Allocation for Medical Insurance.....	39
2. Continued Monthly Allocations After Disability Leave Benefits Exhausted	39
3. Voluntary Salary Reduction Contribution.....	39
4. Plan Benefits	39
5. Husband/Wife Combination Option.....	39
6. Association Right to Designate	40
D. <i>Legal Protection of Teachers</i>	40
1. Reimbursement for Certain Losses	40
E. <i>Payroll Deductions</i>	40
1. Charitable Organizations that qualify under Internal Revenue Service regulations	40
2. Financial institutions for purposes of direct deposit.....	40
3. Voluntary Salary Reduction contribution to cover benefits under Article XIV, Section C, Paragraph 4.	40
F. <i>Protection of Rights</i>	40
1. Protection of Rights in Reassignment and Transfer	40
2. Transfers Occasioned by ESEA Considerations, Enrollment Adjustments or State and Federal Requirements	40
3. After teacher receives notice of transfer.....	40
G. <i>Chemical Dependency</i>	40
H. <i>Bonuses and Stipends</i>	41
ARTICLE XIV.....	41
ABSENCES AND LEAVES	41
A. <i>Health Leave</i>	41
B. <i>Long-Term Professional Leave</i>	41
1. Non-Academic	41
2. Academic	41
C. <i>Leave for Care of New Child</i>	42
1. Short-term Leave	42
2. Extended Leave for the Birth of a Child	42
D. <i>Authorized Absence</i>	43
1. Limitation.....	43
2. Application Required	43
3. Extension	43
4. Non-Accumulative	43
E. <i>Sabbatical Leave</i>	43
1. Purpose.....	43
2. Qualifications.....	43
3. Application.....	43
4. Compensation	44
5. Status Upon Return from Sabbatical Leave	44
6. Selection.....	44
7. Required Service Agreement	44

F. Political Office Leave	44
G. Disability Leave Bank	45
H. Leave Buyback Committee	46
ARTICLE XV	46
EARLY SEPARATION PROGRAM	46
A. Definitions	46
1. Year of Experience.....	46
2. Total Annual Salary	46
B. Eligibility.....	46
C. Benefits	47
D. Restrictions.....	47
E. Procedure for Determining Early Separation Benefit	47
ARTICLE XVI.....	49
CONTRACT FLEXIBILITY PLAN.....	49
A. Contract Flexibility Plan	49
B. Procedures.....	49
1. Step 1	49
2. Step 2	49
3. Step 3	49
4. Step 4	49
5. Step 5	49
6. Step 6	50
C. Revocation of Waiver	50
D. Miscellaneous Provisions.....	50
E. Appeal Procedures.....	50
ARTICLE XVII	51
TESTING AND SUBSTANCE ABUSE.....	51
A. Drug Testing and Substance Abuse	51
1. Statement of Purpose	51
2. Definitions	51
3. Prohibited Activities & Probable Cause Testing	52
4. Rules applicable to teachers performing safety-sensitive functions.	52
5. Voluntary Compliance, EAP and Referral	55
6. Effect of Positive Results; Refusals	56
7. Testing Procedures.....	57
8. Confidentiality	57
APPENDIX	59

ARTICLE I

BOARD'S MANAGEMENT RIGHTS

A. Rights Reserved and Retained

Nothing in this agreement shall be construed to change or affect any right or duty conferred or imposed by law upon the Board. Subject to the provisions of this Agreement the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to maintain, develop and operate the district.

ARTICLE II

TERMS AND DEFINITIONS RELATING TO POLICIES GOVERNING TEACHERS

A. Special terms relating to this agreement are defined as follows:

1. *The Association:* National Education Association of Kansas City, Kansas.
2. *Primary Contract:* The basic contract of each teacher excluding any extended contract or supplemental contract.
3. *Supplemental Contract:* A teacher's contract for services different from and in addition to those provided for in the teacher's primary contract.
4. *Contract Day, Duty Day or Working Day:* Any day on which a teacher is required to be on duty within the terms of the primary and/or extended contract and is paid for services rendered.
5. *Non-teaching Contract Days:* Contract days on which school is not in session.
6. *Non-working Days:* All days interspersed between the first and last contract days and on which the teacher is not required to be on duty and for which no salary is paid.
7. *Holiday:* All days, other than Saturday or Sunday, which are declared holidays by the state of Kansas or by the United States, on which teachers are excused from duty, and which fall between the first and last duty day of any school year.
8. *Extended Contract:* A teacher's contract for services which extends the number of working days of the individual teacher in any year for employment which is an extension of the work provided for in the teacher's basic or primary contract and which is compensated at the same daily salary rate as established in the primary contract.
9. *Board:* The Board of Education of Unified School District No. 500, Wyandotte County, Kansas.
10. *District:* Unified School District No. 500 (USD 500).
11. *Teacher:* For purposes of this agreement only, "teacher" is defined as any member of the teachers' negotiating unit as defined in Kansas law. This includes teachers, counselors, librarians, school psychologists, degree and non-degree nurses, social workers, therapists, speech pathologists, and teachers of disabled and exceptional children.
12. *Term of contract:* For purposes of this Agreement only, "term of contract" refers to the effective period of this Agreement which is July 1, 2023, up to and including, June 30, 2025.

ARTICLE III

OFFICIAL HUMAN RESOURCE RECORDS

A. Teacher Access to District Human Resources File

All material compiled in a teacher's official Human Resources file during the period of employment, including evaluation documents, shall be available for inspection by the teacher during regular hours of the Human Resources Office. Excluded from the teacher's inspection shall be any references gathered as a result of the teacher applying for another position within the district. The teacher may obtain, upon written request, a copy of material in his/her file not excluded from his/her inspection. At the teacher's option, a person of the teacher's choosing may accompany the teacher for inspection. At the option of the administration, a Human Resources Office employee may be present during the inspection by the teacher.

B. Teacher's Right to Respond

The teacher shall have the right to respond to any material subject to inspection in his/her Human Resources file. Such response shall be affixed to the material and placed in the teacher's file.

ARTICLE IV

DUTIES AND RESPONSIBILITIES

A. Term of Employment

The primary contract shall require 186 duty days for all full-time teachers who have completed their initial year of employment with the district. 189 duty days shall be required during the first full year of service. Excluded shall be all days on which a teacher is not required to be present for professional services. If emergency conditions require the closing of school, schedule modifications will be made.

1. Emergency Closing Days

Whenever a school is closed by order of the Superintendent for causes beyond the control of the board and such order is relayed to local news media less than one (1) hour prior to the time the teacher is required to be on duty, such day shall be counted as one of the duty days for any affected teacher or the Board may elect to pay such teacher(s) one-half ($\frac{1}{2}$) of one day's salary in lieu thereof and no service shall be required by the teacher on such day. The Association president shall be contacted to verify the official time of notification.

2. Additional Work Days

All basic or primary work performed by teachers in addition to the number of duty days required by the primary contract shall be covered by an extended contract. Such additional workdays shall be compensated at the teacher's regular daily rate. Teachers working on extended contracts shall have salaries adjusted in keeping with the new Agreement.

3. Salary Deductions for Absences

Daily salary deductions for absences shall be made on the basis of the amount of the contract divided by the number of duty days stipulated in the contract.

4. Holidays and Non-Working Days

For the 2023-24 and 2024-25 school years, holidays and non-working days shall be those designated by the Board of Education.

5. Records Preparation

All teachers shall receive at the end of each quarter at least one-half ($\frac{1}{2}$) of a duty day (4 hours) for record preparation and planning. Any additional time for record preparation shall be established at the discretion of the administration.

6. Classroom Setup

Teachers shall be scheduled one (1) full duty day to work in their classroom areas prior to the first day of student attendance at the beginning of the school year and one-half ($\frac{1}{2}$) of a duty day to work in their classroom areas prior to the first day of student attendance at the beginning of the second semester.

B. Time Schedules – Work Day

1. Professional Day

The professional day for a teacher shall consist of all time necessary for full preparation and performance of the task or tasks for which the teacher has contracted.

2. Teachers

The normal work day for teachers, to be established by the schedules of the school, shall be eight (8) hours unless otherwise specified in this agreement and shall include the duty free lunch period. Provided that the work day does not exceed eight (8) hours, a teacher's work day may be modified by mutual consent of teacher and principal or administrator in charge. In addition to performance of duties under the primary contract, teachers shall perform within the normal working day those assigned duties considered necessary to the operation of the school by the principal or administrator in charge.

- a. Each teacher shall have at least a twenty-five (25) minute uninterrupted lunch period free of direct pupil supervision or travel requirement, unless otherwise specifically directed by the principal or other staff person in charge. The denial of a twenty-five (25) minute uninterrupted lunch period should be a rare occurrence. Typically, the duty free lunch period should be scheduled between 10:00 a.m. and 2:00 p.m. Whenever a teacher is assigned student supervision during the teacher's duty free lunch period, the teacher shall be compensated in the amount set forth in Article XII for Cafeteria Supervision. The teacher will remain on duty to meet a professional responsibility, i.e. including but not limited to a faculty meeting, parent conference, student supervision, in-service, special education staffing, or emergency situation.
- b. Teachers may leave the building during their scheduled lunch period with permission of the principal or the staff member in charge.
- c. During a normal five (5) day work week, the Board will schedule for each teacher assigned to regular instructional classroom duties a minimum of 225 minutes of planning time for preparation and conferences associated with assigned duties which may consist of both structured and unstructured (teacher driven) plan time with every effort to have a maximum of 50% structured. Teachers not assigned to regular instructional classroom duties will be provided with planning time proportional to their instructional classroom duties. Such time shall be exclusive of the duty free lunch period and will ordinarily occur in a minimum of 20 minute increments. Every effort will be made to provide planning time free of interruption and to provide sufficient plan time for lesson planning, grading, contacting parents and other activities necessary to support instructional practices, etc. The principal, supervisor, or staff member in charge may assign to a teacher an instructional or supervisory duty during the

scheduled planning time when the administrator or staff member in charge deems it necessary for the efficient operation of the school.

For secondary teachers assigned to middle or high schools, this minimum of 225 minutes of planning time will be scheduled within the student day.

For elementary teachers assigned to elementary schools, at least 180 of this minimum of 225 minutes of planning time will be scheduled within the student day.

For teachers assigned to early childhood, this minimum of 225 minutes of planning time will be scheduled within the duty day.

For teachers assigned to special education, this minimum 225 minutes of planning time will be scheduled within the duty day.

In addition to their regular planning time and commencing with the 2022-23 school year, teachers assigned to teach special education classes or provide special education academic service minutes will be provided two professional days per quarter each school year (a total of 8 per school year) designated and approved by special education administration for the purpose of:

- a. Developing and updating IEPs, progress reports and other student records;
- b. Creating student instructional materials for specially designed instruction;
- c. Assessing students and collecting student data;
- d. Holding IEP and IEP amendment meetings; and
- e. Performing other special education case management duties.

In addition to their regular planning time and commencing with the 2022-23 school year, teachers assigned to teach in the English Language Learners department will be provided one professional day per semester each school year (a total of 2 per school year) designated by administration for the purpose of:

- a. Administering and grading pre-screener and KELPA tests;
- b. Creating student instructional plans and materials; and
- c. Performing other non-classroom duties.

During the 2023-24 school year, the Board and the Association shall form a joint committee to study the planning time schedule for elementary and early childhood and make recommendations on how plan time might be increased at those levels. The committee will be comprised of sixteen (16) members (eight (8) teachers selected by the Association and eight (8) administrators). The committee may consider information on planning time schedules from other area school districts as part of the study. Unless otherwise agreed to by the Parties, the committee will provide a written report following each meeting and a final report with recommendations and a public presentation to the Board no later than April 9, 2024. The Board and Association agree to meet and confer within two (2) weeks following receipt of the final committee report to consider the recommendations from the committee.

- d. Teachers assigned to short-term periods of instruction of students (in excess of thirty (30) minutes) in addition to their regularly assigned duties within the contract day shall be compensated at an hourly rate established in salary schedules for any such special assignments. When a short-term assignment is thirty (30) minutes or less and is uncompensated, the teacher shall be given equal released time by the principal or staff member in charge after students are dismissed at the regular dismissal time. Such equal released time will normally be given the same day. If the released time cannot be taken the same day, it shall be given the next available work day. The teacher will remain on duty to meet a professional responsibility i.e.

including but not limited to a faculty meeting, parent conference, student supervision, in-service, special education staffing, or emergency situation.

- e. An effort will be made to schedule faculty and/or other professional meetings within the normal workday.
- f. A teacher may request and the principal may permit the teacher to leave the building prior to the expiration of the normal eight-hour day.
- g. As part of the normal professional duty of each teacher, not more than seven (7) meetings or conferences during the school year which take place after the duty day on a regular school day may be specified. Teachers are not required to serve these meetings or conferences on a non-duty day and/ or on a day when class is not in session. This requirement is per person not per number of buildings served by the individual teacher. Additionally, with the exception of emergencies as determined by the Superintendent or his/her designee, teachers will be provided at least two weeks' notice of meetings which take place after the duty day. Such meetings or conferences shall include but not be limited to school open house; back-to-school nights for parents; parent conferences; commencement exercises, regularly scheduled PTA or PTO meetings; National Honor Society initiation; Family Advocacy conferences; school carnivals or other school-wide fund raising events; and plays, music performances, or gym shows scheduled as a part of a PTA or PTO meeting. Should a meeting or conference require a teacher to be on duty for more than 11 consecutive hours, a dinner break is required to be scheduled between the hours of 3:30 pm and 6:00 pm of at least forty-five (45) minutes. At the discretion of the principal or department supervisor, the teacher may be assigned to supervise students during meetings or conferences provided that (1) such supervision is not the primary reason for the attendance of the teacher; and (2) the supervision takes place at the site of the actual meeting or conference.
- h. The number of instructional periods in the middle and high schools shall be determined by the Board upon recommendation of the principals through the Superintendent of Schools. Such determination shall be made prior to January 1 preceding the school year in which a change is effective.
- i. A teacher shall have the right to delay for one (1) day a conference with a hostile or irate person, and may require the presence of an administrative staff member at such conference.

3. Counselors

Counselors must be available for conferences before and after school every day.

- a. Minimum hours for all counselors shall be as follows:

On the days when school is in session, middle and high school counselors shall be on duty each day for a period of not less than eight (8) hours and thirty-five (35) minutes, such time to extend over a nine (9) hour time span and allowing twenty-five (25) minutes for lunch and additional break time as scheduled by the principal. When school is not in session, counselors shall be paid a wage equal to a regular 8 hour day.

4. Librarians

- a. Elementary librarians shall observe the normal work day time schedule.
- b. All middle and high school librarians shall be on duty each day for a period extending over not less than eight (8) hours and fifteen (15) minutes including one (1) hour of time for lunch and other non-duty break times.

5. Nurses

Whenever scheduling permits, school nurses shall be on duty eight (8) hours including the duty-free lunch period. When scheduling problems require additional time, nurses shall be on duty (8) hours during

a period extending over not more than nine (9) hours. Scheduling shall be the responsibility of a designated administrator.

C. Safe and Secure Working Conditions

The District is committed to providing a professional working environment for employees free of workplace violence.

Each building site where teachers are regularly assigned shall establish a Safety Committee whose purpose will include the responsibility to advise the administration on matters relating to providing a healthy, safe and secure building environment. There shall be at least two (2) teachers appointed to each such committee who are selected by that building's faculty in a manner to be determined by the District. The committee shall meet at least one (1) time during each semester for this purpose. All written plans and procedures developed by the Safety Committee shall be distributed to all teachers in the building and the Central Office Administration.

Video cameras/surveillance equipment and footage captured by video cameras and other surveillance equipment used on school property or at school activities will not be used in the teacher evaluation process without the teacher's prior written consent. Recording of camera footage is governed by the exact same privacy and security restrictions as are currently in force for all areas and recordings must maintain all legal protections for staff and students. This provision shall not be construed to negate or limit the District's acceptable use policy. This provision shall also not be construed to limit the District's right to utilize video surveillance of District property or events for safety and security reasons.

During the 2021-22 school year, a joint committee with equal membership between KCKPS and NEA-KCK will research, review and propose any suggested modifications to policies, procedures, protocols and practices for video cameras and other equipment used on school property or at school events. The committee should address concerns of both Parties to include, but not be limited to: safety and security; privacy protections (specifically, areas for nursing mothers, changing clothes and restrooms); social and emotional impact on students and staff; personnel evaluation process; access to videos; retention of video; use of video; and inclusion of audio. The committee will prepare a report to be presented to the Board of Education and shared with the negotiation teams no later than March 31, 2022.

D. Building Committees

Participation by teachers on building committees shall be mandatory or voluntary depending on the intent and the needs of the committee as determined by the administration. Mandatory committees shall meet within the teachers' 8-hour work day whenever possible. Hours worked on mandatory committees outside of the teachers' 8-hour work day shall be subject to compensation as provided in Article XII. Non-participation on voluntary committees shall not be considered in teacher evaluations or disciplinary actions.

E. Emergency Event Protocol

The parties agree and recognize that exigent circumstances, such as the COVID-19 pandemic, may result in a declaration of a state of emergency ("Emergency Event") by an authorized governmental body, impacting the region that includes USD 500. On rare occasions, such an Emergency Event may necessitate a temporary departure from the normal Duties and Responsibilities outlined in this Article IV, that, due to the time constraints inherent in an Emergency Event, do not allow for specific contractual provisions to account for all potential contingencies.

During any such Emergency Event, the parties agree to work together to provide such educational services as may reasonably be appropriate.

Immediately following the declaration of the Emergency Event by an authorized governmental body, the President of the NEA-KCK and the Superintendent will meet within 48 hours to discuss whether such Emergency Event necessitates a temporary departure from the normal Duties and Responsibilities outlined in this Article IV.

During any such Emergency Event, the Superintendent and the NEA-KCK president agree to keep an open line of communication and the parties specifically agree to meet and confer (whether by committee or designated representatives) to resolve any issues that may arise.

Any departure from the normal Duties and Responsibilities outlined in this Article IV resulting from an Emergency Event will not exceed three months unless the Superintendent and the President of NEA-KCK agree in writing to an extension for a one-month period (the Superintendent and NEA-KCK President may agree as many one-month extensions as are deemed necessary). In the event the Superintendent and NEA-KCK cannot agree on the necessity of any extension, the matter will be submitted to the Board for final determination.

So long as all parties adhere to the terms of this Clause during an Emergency Event, any departure from the normal Duties and Responsibilities due to such an Emergency Event (departures as described above) shall not be considered a breach of this Agreement or a prohibited practice or subject to the Article X grievance procedure. Grievance procedures remain available for contractual provisions not specifically modified by this clause.

If specific and substantial additional duties, or changes to the Agreement are determined by the parties to be necessary, such changes will be reduced to a mutually-agreed-to written Memorandum of Understanding.

If an Emergency Event results in specific and substantial increased duties beyond the normal Duties and Responsibilities outlined in this Article IV that are not able to be addressed in a mutually agreed to written Memorandum of Understanding, either party may notice up compensation or consideration for such increased duties as part of negotiations for the next Agreement between the parties. Such notice will be in addition to the statutory limit on issues noticed under the Professional Negotiations Act.

ARTICLE V

EVALUATION OF TEACHER PERFORMANCE

A. First and Second Year Teachers

Teachers employed under this policy for the first and second year of service in the district shall be evaluated at least one time per semester by a designated administrator by not later than the date established by Kansas law on teacher evaluation (the 60th school day of the semester), except that any employee who is not employed for the entire semester shall not be required to be evaluated.

B. Third and Fourth Year Teachers

Teachers employed under this policy for the third and fourth year of service in the district shall be evaluated at least one time each school year by the date established by Kansas law on teacher evaluation (February 15). After the fourth year of employment in the district, all teachers employed under this policy shall be evaluated at least once in every three years. Such evaluation shall occur by no later than the date established by Kansas law on teacher evaluation (February 15).

C. Written and Signed Evaluations

All evaluations shall be in electronic and/or written form and acknowledged or signed by the teacher being evaluated. The teacher shall acknowledge or sign the evaluation form as required by law indicating only that the teacher has read the evaluation. Signatures may be digital or written. All evaluations shall be maintained in the teacher's file for a period of not less than three (3) years.

D. Teacher's Right to Append Response

A teacher shall have the right to attach a written response to an evaluation, such response to be made within two weeks after signing of the original evaluation of the teacher.

E. Teacher's Right to Examine Documents

A teacher shall have the right upon request to examine any evaluation reports placed in the teacher's official Human Resources file.

F. Electronic Monitoring Prohibited

Monitoring of a teacher by means of electronic devices is not permissible without the teacher's knowledge and consent.

G. Classroom Visits for Evaluation

As a part of the summative evaluation of a first or second year teacher, the evaluator shall spend at least two (2) continuous periods of not less than thirty (30) minutes of classroom observation prior to completing the evaluation. For all other teachers, the evaluator shall spend at least three (3) continuous periods of not less than thirty (30) minutes of classroom observation prior to completing the evaluation. The first classroom observation period of a teacher in the first four years of employment shall be scheduled by the evaluator with the teacher at least one (1) day in advance. All subsequent observations may or may not be scheduled at the discretion of the evaluator.

H. Visitation Feedback

The teacher shall be given feedback by the evaluator within seventy-two (72) hours of an evaluation observation, except where illness, professional leave, or an emergency situation on the part of either the teacher or evaluator occurs. In such a situation, the feedback shall be provided within seventy-two (72) hours after the person returns to work.

I. Responsibility for Evaluation

The responsibility for evaluating staff assigned to a school full time shall be with the building principal or other administrative staff assigned to that school. A teacher assigned to two schools shall be evaluated by the principal or other administrative staff of the school where the teacher has the most classes. If the classes are equal, the principal or other administrative staff of the school which has the smaller teaching staff shall be responsible for the evaluation. Itinerant teachers shall be evaluated by supervisory staff.

J. Orientation

Early in each school year, those teachers being evaluated during the school year will have an orientation on the evaluation of teacher performance by the building principal or other designated evaluator. A teacher hired or reassigned after the beginning of the school year shall receive an orientation by the building principal or other designated evaluator on the evaluation of teacher performance. No required observation as described in Paragraph G shall take place until the orientation has been completed.

K. Intensive Assistance Process

A teacher whose teaching performance is determined through the evaluation process to be unsatisfactory may be provided with intensive assistance. The purpose of the intensive assistance process is to help the teacher raise his/her teaching performance and address instructional based deficiencies.

1. Intensive Assistance for Improvement

Intensive Assistance consists of the development of a written Directed Growth Plan by administration with input from the teacher that includes potential professional development activities, resources, supports and goals designed to improve the teacher's instructional performance and provides a mutually agreed time period adequate for completion of the Directed Growth Plan. Intensive Assistance may

include but not be limited to classroom observations, face-to-face pre/post conferences, evaluations, coaching and other training opportunities. Specific guidelines jointly developed and maintained for the Intensive Assistance Process will be made available by the district to all employees through the district's employee portal and website.

2. Responsibility for Improvement

The responsibility for improvement of teaching service to a satisfactory level as determined by the administration rests with the teacher. Satisfactory progress shall be demonstrated by meeting the success measures identified by the evaluation tool.

3. Right to Dismiss

Nothing in this Article shall deny the right of the Board to terminate or non-renew a teacher at any time in accord with the laws of Kansas.

4. Notice of Placement on Intensive Assistance

A teacher shall be notified by his/her building principal or immediate supervisor of placement on intensive assistance. The teacher shall be notified at least twenty-four (24) hours in advance of the conference.

ARTICLE VI

SEPARATION OF SERVICES OF TEACHERS

A. Resignations and Cancellation of Contracts

1. Written Notice of Resignation

A teacher who does not desire to continue in a position with the district shall submit a written resignation indicating the effective date. The Board will accept resignations for the succeeding school year without restriction if tendered on or before the date established by Kansas law. Except where otherwise provided by law, the Board may refuse to accept such resignations tendered after the date established by Kansas law.

2. Liquidated Damages for Late Resignation

For any written resignations tendered after the date established by Kansas law, the Board may grant a release or they may not grant a release.

A monetary amount of liquidated damages may be enforced by the Board. The liquidated damage scale is listed below. Payment must be made to the Board at the time the release is granted.

3. Date of Resignation:	Liquidated Damage:
From statutory date to June 30.....	\$500.00
From July 1 to July 31.....	\$1,500.00
From August 1 to the opening of the new school year.....	\$2,500.00

The Board reserves the right to pursue any other remedies authorized by Kansas law.

B. Separation Due to Staff Reduction

When in the sole discretion and judgment of the Board, it is necessary to reduce the number of teachers within the district, before a non-probationary teacher can be non-renewed, the Board shall conduct a good faith examination of the certification and experience of all teachers in the area where the reduction in force is to occur. Absent good cause, no non-probationary teacher shall be non-renewed to reduce staff until all probationary teachers in all areas in which the non-probationary teacher is certified shall have been non-renewed. Where there is a need to non-renew a non-probationary teacher to reduce staff, the Board shall use the following factors in determining which non-probationary teacher's contract will be non-renewed due to reduction in force:

1. Non-probationary teachers with the least years of active service.
2. Areas of certification.

1. Active Service Defined

For the purposes of this agreement active service under contract shall include all active full-time contracted teaching service and all time absent from duty under approved leave; provided however, active service under contract shall not include time absent from duty for long-term professional leave; extended maternity leave; voluntary military service; and adoptive or parental leave.

2. Preferred Eligibility List

Teachers whose contracts are non-renewed due to staff reduction in accord with ARTICLE VII, Section B shall be placed on a preferred eligibility list for a period of three years and shall be offered positions as positions become available in the area for which they are certified. Non-probationary teachers shall be recalled in reverse order of non-renewal.

3. Required Current Information

Teachers affected by staff reduction under the conditions of this agreement who desire reinstatement must notify the Superintendent in writing of their interest and availability every six months after the terminal date of their contract and shall keep the Human Resources Office informed of any change in their telephone number and address.

4. Failure to Accept Duty Voids Rights

Failure to accept within five (5) days and to be available for duty within twenty (20) days after receiving notice of recall to any assignment in the field in which the teacher was teaching at the time of staff reduction shall relieve the Board of any responsibility with regard to recall of the teacher who so rejects such an assignment and such rejection shall be deemed to be a resignation by such teacher from the preferred eligibility list. Provided further, any teacher whose employment is terminated as a result of staff reduction and thereafter accepts a teaching position in another district shall retain reemployment rights until the end of the year for which the subsequent contract was signed.

ARTICLE VII

DISCIPLINARY REPRIMAND

A. Defined

A disciplinary reprimand is a reprimand issued by a supervisor of a teacher or by the Board based on just cause which may be a factor in the suspension, termination, non-renewal or other specific diminution of the benefits of a teacher which is recorded and made a part of the written Human Resources file of a teacher. Informal discussions

or suggestions for improving not subsequently made an action of record shall not be considered as a disciplinary reprimand.

B. Written Reprimand

A copy of any written reprimand shall be given to the teacher involved by either (1) personal service or (2) letter mailed to the teacher's residence on or before the day the reprimand is inserted into the teacher's Human Resources file. The teacher may file a statement of clarification or refutation. The teacher's statement shall remain in his/her Human Resources file for the period in which the reprimand is maintained in the teacher's Human Resources file.

C. Notice of Complaint

Any complaint made against a teacher or persons for whom the teacher is administratively responsible by any parent, student, or other person which forms the factual basis for the issuance of a letter of reprimand will promptly be called to the attention of the teacher. Any complaint not so called to the attention of the teacher shall not be used as the basis for a disciplinary reprimand.

D. Prior Discussion

No disciplinary reprimand resulting from a complaint by a parent or student or other person shall be recorded against a teacher before a conference is held between the teacher and the administrator involved.

E. Conference Conditions

Conferences where written reprimands are issued shall be conducted in confidence. The teacher shall be notified at least twenty-four (24) hours in advance of the conference. The teacher may be accompanied by the representative of the teacher's choice.

F. Employee Notification and Response

A copy of any written report of disciplinary action shall be given to the teacher and the teacher shall have the right to file with the report a statement of clarification or refutation.

ARTICLE VIII

SUSPENSION, NONRENEWAL, TERMINATION

A. Suspension from Duty

1. Right to Appeal

A teacher suspended from duty shall have the right to appeal such suspension through the grievance procedure to determine the presence of just cause for such suspension. Any such grievance shall be filed initially at Level III.

2. Salary Payments During Short-Term Suspension

When the suspension is for disciplinary reasons and less than six (6) days, payment of salary for up to six (6) days may be withheld upon order of the Superintendent or the Superintendent's designee. (Except as provided in Article XVIII.A.8.a.b.c.)

B. Termination or Non-renewal of Contract by the Board

For just cause, the Board may terminate any teacher's contract or non-renew a non-probationary teacher's contract. Just cause is defined as any reason put forward by the administration or Board in good faith and which is not arbitrary, irrational, unreasonable or irrelevant to the district's right to maintain and operate an efficient school system. Termination of a contract means a complete severance of the employer-employee relationship between the Board and the teacher prior to the end of the contract period. Non-renewal of a contract means that the current contract is not to be continued for the next succeeding school year and the employer-employee relationship will terminate at the conclusion of the current contract period.

C. Notice of Non-renewal of Non-Probationary Teachers

If the reason for the non-renewal is based on unsatisfactory job performance, the non-probationary teacher must be informed that his/her performance was substandard in accordance with the deadlines proscribed by the evaluation cycle.

Written notice of intention not to renew a teacher's contract will be served on or before the date established by Kansas law. Any teacher regardless of employment experience shall be entitled to such notice.

D. Notice of Non-renewal of Contract by the Board

Written notice of intention not to renew a teacher's contract will be served on or before the date established by Kansas law. Any teacher regardless of employment experience shall be entitled to such notice.

E. Service of Notice to Non-Renew or Terminate the Contract

Whenever a teacher is to be given written notice of a proposed non-renewal or termination of his/her contract, service of written notice shall be as follows:

1. By delivering a copy of the written notice to the teacher personally; or
2. In situations where a teacher to be served cannot after diligent efforts be served personally, by registered mail to the last official address filed by such teacher in the Human Resources Office. Such mailed service shall be considered sufficient and in full compliance with lawful requirements.

F. Dismissal of Non-Probationary Teachers

Dismissal procedures shall be extended to:

1. Teachers who successfully complete three (3) consecutive years of employment with the district and work the first day of the fourth year; and
2. Teachers at the time of reemployment by this school district if any time prior to the current employment the teacher achieve non-probationary status in this school district.

Dismissal rights under these provisions shall be in accordance with Kansas law.

G. Teacher License Expiration

If the teacher fails to renew his/her license prior to expiration, the teacher will be removed from the classroom without pay and be given five working days to correct/obtain his/her license. Failure to correct may be subject to discipline up to and including termination in accordance with applicable law.

H. Contract Change by Mutual Agreement

The contract of a teacher may always be changed, terminated, or non-renewed by mutual agreement of both the Board and the teacher.

ARTICLE IX

TEACHER ORGANIZATIONS AND ORGANIZATIONAL RELATIONS

A. Membership Communication

1. In Faculty Meetings

The Association shall be given the opportunity to announce any regular or special meetings at regularly scheduled faculty meetings but no organizational business shall be discussed. Such announcement shall include only the date, time and place and may include a concise statement of the purpose of the meeting. Any other communication or announcement must be approved in advance by the principal.

2. Use of Mail Boxes and Bulletin Boards

Duly authorized representatives of the Association shall be allowed to place Association notices, circulars, or other material (exclusive of local, state, and national political campaign material) dealing with activities or concerns of the Association in building mailboxes and on bulletin boards located in faculty lounges. A copy of any notices, circulars, or other material shall be provided to the building principal before being placed in mailboxes or on bulletin boards.

The Association's president or designee shall be allowed use of the district's Staff Information Packet in accordance with the district procedures for submitting information into the Staff Information Packet; subject to the approval of the Superintendent, the association may access the SIP for the purpose of announcements of meetings, copies of notices and circulars.

3. Use of Inter-School Delivery Service

To the extent permitted by law, the interschool delivery service may be used by the Association to distribute Association material to the schools with the annual approval from the Superintendent.

4. Mail Distribution

All communications, magazines and other materials bearing the name of any staff member and sent through the United States mails will be delivered to such staff member through regularly established school communication distribution systems.

5. Acceptable Use of Electronic Mail

- a. NEA-KCK Leadership may initiate emails as outlined in Board of Education policy. Permissible use also includes items related to the IBB process, i.e. surveys, ratification. Prior approval by the Superintendent or designee is needed for items other than those listed.
- b. The parties will annually review the association's use of this technology.

6. Meeting with Representative During the Work Day

A duly authorized representative of the Association may meet with a teacher or teachers during the duty free lunch period, during the teacher's regularly scheduled planning time, or after the normal dismissal time for students if the teacher or teachers request that such a meeting take place. The principal or staff member in charge shall be notified in advance of the meeting. The meeting date shall be scheduled with the principal or staff member in charge so as not to interfere with nor interrupt the educational program or other professional responsibility. Such professional responsibility shall include but not be limited to a faculty meeting, a parent conference, student supervision, in-service, special education staffing or emergency situation. The location of the meeting shall be approved by the principal or staff member in charge.

B. Use of School Facilities and Equipment

1. Advance Authorization Required

The Association may be authorized to use various schools and meeting rooms therein provided that authorization for such use has been secured at least twenty-four (24) hours in advance from the principal or administrator in charge of the building and provided further that no such meeting shall extend beyond 5:00 p.m. and shall not interfere with activities of the school.

2. Use of Building After 5:00 p.m.

Any use of buildings after 5:00 p.m. by the Association shall be on the basis of Board policy relating to general public use of facilities.

3. Use of School Equipment

No school equipment shall be employed in the conduct of Association activities except as provided in Board policy.

C. Dues for Membership in NEA-KCK

1. Authorization of Deduction

Upon written authorization by the individual teacher executed on an approved form, membership dues in NEA-KCK will be deducted from the teacher's salary and remitted to NEA-KCK at the rate of 1/24 of the total annual dues amount every pay period beginning in September and ending in August.

2. Initiation and Continuation

Such authorization forms for dues deduction shall be filed at any time during the school year, but the Board shall not be required to make new deductions from the payroll for any month except for September if the authorization is delivered to it later than the first day of the month in which the deduction is to be made. For September, the authorization shall be done on or before the 10th day. Deductions shall continue in succeeding years unless and until authorization for deduction is modified or revoked in writing by NEA-KCK or the teacher or the teacher's contract of employment is terminated.

3. Filing and Notification Requirements

NEA-KCK shall be responsible for filing of all authorizations with the Board in a timely manner as set forth in Section C, Paragraph 2.

4. Responsibility for Remittance of Dues

If a payroll warrant is not issued to a member during any one or more of the months covered in the period indicated, the Board assumes no responsibility for payments not made to NEA-KCK.

5. Release and Indemnification

NEA-KCK shall indemnify and hold the Board harmless from any liability resulting from any and all claims, suits, or any action arising from compliance with the provisions of this agreement, or in reliance on any list, notice, certification or authorization furnished under this agreement between the parties for deduction.

D. Leave for Association Purposes

Designated teacher representatives of the Association shall be entitled, upon advanced notice of at least 72 hours and approval by the Superintendent of Schools or his/her designated representative, to draw on a bank of forty-five (45) days of leave for the purpose of conducting business of the Association. Such leave shall not be granted during the first or last ten (10) working days of the school year, on the days immediately preceding or following a vacation period, nor on any district in-service day. The request for a leave of absence may be denied if the availability of substitute teachers is such that full coverage cannot be provided for absent teachers on the day(s) requested. The Association agrees to reimburse the district for the cost of substitute teachers to cover the Association teacher representatives' absences for any of the fifteen (15) days of leave after the first thirty days of leave taken.

1. Extended Association Business Leave

One designated teacher representative of the Association shall, upon request, be granted full time release from duties for one year with full pay. The Association shall reimburse the district the sum of 20% of the designated teacher's contract salary for his/her release. It is understood that the representative's work time shall be shared between the Association and the district at the rate of 80% for Association activities and 20% at the discretion of the Superintendent of Schools.

The designated teacher representative shall remain under contract with the district during extended association business leave. When the representative is ready to return to a teaching position, he/she shall be placed in a comparable position to the one held before the leave began except if the designated teacher representative returns at the end of two (2) years, he/she shall be given the option of returning to his/her former position. If the teacher representative opts to return to his/her former position, he/she shall notify the district's Human Resources Office prior to April 1 of the year preceding his/her return. The date of return shall be by mutual agreement between the administration and the teacher representative but in no case shall it be later than the beginning of the following school year.

The designated teacher representative shall follow the same procedure for professional development leave as all other employees. Such days shall be deducted from the bank of 45 days.

E. Kansas Education Systems Accreditation ("KESA")

NEA-KCK president will participate in district KESA committees and activities.

ARTICLE X

RESOLUTION OF GRIEVANCES

The purpose of grievance procedures is to secure at the lowest possible administrative level equitable solutions to grievances.

A. Definitions:

1. *Grievance*: A charge by one or more teachers or the Association which alleges a violation, misapplication or misinterpretation of the negotiated agreement.
2. *Grievant*: The teacher(s) or the Association presenting a grievance.
3. *Department*: Any school office or administrative unit of the Board.
4. *Immediate Supervisor*: The supervisory staff member in the department or building unit wherein the grievance exists and who assigns and supervises the teacher's work and approves his/her time record or evaluates his/her work performance.
5. *Party in Interest*: A person or group of persons, including the Board through its staff, who might be required to take action or against whom action might be taken in order to resolve the grievance.

B. Procedure for Resolution of a Grievance

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as maximum and an effort shall be made to expedite the process. Time limits specified may be extended by mutual agreement.

1. *Level I:* A teacher with a grievance shall first discuss it personally with his/her immediate supervisor with the objective of resolving the matter informally. Any such grievance shall be presented to the immediate supervisor by the teacher within a period of ten (10) days after the incident occurs specifying the grievance and requesting a conference to discuss it.
2. *Level II:* In the event that the teacher is not satisfied with the disposition of the grievance at Level I or in the event that no decision has been rendered within five (5) days after presentation of the grievance, the teacher may present it as a formally written grievance to the immediate supervisor in the form prescribed herein and filing of such form shall be considered as a request for a conference to discuss the grievance.
 - a. Within five (5) days following presentation of the grievance, the immediate supervisor shall discuss the grievance with the teacher and if the teacher so elects, he/she may be represented by any person or representative of an organization of his/her choosing. If the teacher elects to be so represented, then the immediate supervisor shall have the option to be represented by the Superintendent or a designated representative of the Superintendent. In the event that both the teacher and the supervisor choose such representation, Level III procedures may be waived at the election of either party.
 - b. Within five (5) days after discussion of the written grievance, the immediate supervisor shall make a decision and communicate the same in writing to the teacher presenting the grievance.
3. *Level III:* In the event that the grievant is not satisfied with the disposition of the grievance at Level II, the Grievant may file the grievance in writing with the Superintendent.
 - a. Within ten (10) days after receipt of the grievance, the Superintendent or a designated representative shall meet with the grievant in an effort to resolve it.
 - b. If the grievance is not forwarded to the Superintendent within thirty (30) days after original presentation of the charge at Level I, then the grievance shall have been waived.
 - c. The grievant may be represented by any person or representative of an organization of his/her choosing. The administration may be represented at this hearing by a person of its choosing.
 - d. The grievant or the administration may have witnesses at this hearing, provided that the grievant shall present his or her list of witnesses to the Superintendent and the administration shall present its list of witnesses to the grievant not less than three (3) days before the date of the hearing. Failure to timely present such a list shall preclude the use of witnesses at the hearing or shall extend for a like number of days the time limits for scheduling the hearing date. If after the presentation of the respective list of witnesses the grievant or the administration so requests, the hearing date shall be postponed by five (5) days.
 - e. The decision of the Superintendent, or a designated representative, shall be given to the grievant in written form within ten (10) days after meeting with the grievant.
4. *Level IV:* In the event that the grievant is not satisfied with the disposition of the grievance at Level III, or in the event no decision has been rendered within seven days after the grievant has first met with the Superintendent or a designated representative, the grievant may file the grievance in writing within seven (7) days with the Clerk of the Board.

- a. Within ten (10) school days after the first meeting of the Board at which the written grievance is presented, the Board or hearing examiner(s) appointed from its members of the Board shall meet with the grievant for the purpose of resolving the grievance.
- b. The grievant may be represented by any person or representative of an organization of his/her choosing. The administration may be represented at this hearing by a person of its choosing.
- c. The grievant or the administration may have witnesses at this hearing, provided that the grievant shall present his or her list of witnesses to the Superintendent and the administration shall present its list of witnesses to the grievant not less than three (3) days before the date of hearing. Failure to timely present such list shall preclude the use of witnesses at the hearing or shall extend for a like number of days the time limits for scheduling the hearing date. If after the presentation of the respective list of witnesses the grievant or the administration so requests, the hearing date shall be postponed by five (5) days.
- d. Any Board hearing examiner(s) appointed shall make a report of finding and recommendations to the Board and the decision of the Board shall conclude the district's grievance process.
- e. The hearing examiner(s) shall make their report to the Board within ten (10) days following the conclusion of the hearing or at the first Board meeting thereafter. The Board shall make a final disposition of the matter in not less than seven (7) days after receiving the report or at the first Board meeting thereafter unless the Board determines a need for further testimony or information. In such case, the Board's decision shall be made and given to the teacher within ten (10) days after receipt of such additional testimony or information.
- f. The final decision of the Board shall be given to the teacher in written form within ten (10) days after the decision is made.

C. Miscellaneous Grievance Resolution Provisions

1. Forms

Forms for the filing of grievances shall be furnished by the Superintendent's office and shall conform to the provisions of Article XI. Grievance forms may be obtained from principals, the district Human Resources office or the Association.

2. Written Material Required

Beyond Level I in the grievance procedure, all related facts, appeals, and decisions shall be in writing.

3. Closed Hearings

To the extent allowed by law, all grievance hearings and conferences shall be closed to the public.

4. Separate Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the Human Resources files of the party(s) in interest.

5. No Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against anyone by reason of his/her participation in the grievance procedure.

6. Right to Informal Discussion

Nothing herein contained will be construed as limiting the right of any teacher having a complaint or dispute to discuss the matter informally with any appropriate member of the administrative staff.

7. Initial Filing at Level III

All grievance hearings and conferences shall be closed to individuals, groups, and organizations not directly involved in the hearing.

If the grievance is such as to be beyond the authority of the immediate supervisor, such grievance may be initiated and filed at Level III.

8. Days

Days when school is not in session shall be excluded in computing the number of days within which action must be taken or notice given, except that after the close of the school year, days shall be counted as days on which the central office of the Board is regularly open for business.

ARTICLE XI

TEACHER COMPENSATION AND OTHER BENEFITS

All salary guides contained in Article XII shall, unless specifically indicated to the contrary, be regarded as minimum salary guidelines.

A. Salary Guides - Classroom Teachers

1. Every Teacher Classified

Every teacher shall be classified for salary purposes in accordance with the salary schedule provisions. For purposes of this schedule, the term "teacher" is used to apply to all certificated Human Resources whose salary is based upon the teacher's salary scales as contained in this section. At the time of initial employment, each teacher shall be placed on the Level and in the Class for which he/she qualifies as determined by the Superintendent. The term Level as used in this section does not convey the number of years of teaching experience. Rather, it reflects a teacher's placement on the salary schedule, which takes into account level of education, and accredited teaching experience.

2. Dates for Reclassification

Any teacher qualifying for a higher Class prior to September 1 due to completion of additional college courses shall be placed in the new Class but on the same Level as would be held in the previous Class except as otherwise noted herein.

3. Salary Adjustment

Any teacher qualifying for a higher Class must submit copies of transcripts or other documentation verifying successful completion of and credit for the college course or Professional Development Points by August 31 for an September adjustment. It shall be the responsibility of the individual teacher to notify in writing the Human Resources Division when the teacher qualifies for a new Class. Reclassification shall occur at the next September 1 following notification by the teacher. Beginning with the 1998/99 school year, teachers will begin with zero points.

- a. To qualify for salary schedule movement on Professional Development Points, the individual must have an approved Individual Development Plan on file and meet the recertification guidelines as set forth by the Kansas State Department of Education.

- b. A maximum number of 120 Professional Development Points may be earned in one year. (20 Professional Development Points = 1 graduate hour.)
- c. The staff training experience must be pre-approved by the Professional Development Salary Committee in advance if professional development points are requested.
- d. Professional Development Points are only usable during a five year period for salary schedule movement.
- e. Beginning with the 2023-24 school year, in-service during the contractual day or paid in-service pre-approved as provided for in Article XI.A.3.c can be used for movement on the salary schedule.
- f. Professional Development points are not awarded for activities where the individual is earning college credit or is receiving a stipend or payment.
- g. An earned degree is required for movement into degree classification on the district salary schedule. When utilizing Professional Development Points, individuals are restricted to movement from one classification to another in any one year.
- h. Staff needs to carefully record their attendance at training activities on the sign-in sheets and/or validation by workshop presenter.

4. Classes Defined (A chart depicting the requirements for each Class is attached as Appendix B).

Class I	Teachers holding a baccalaureate degree.
Class II	Teachers holding a baccalaureate degree and having at least 15 semester hours of college graduate credit or 8 college graduate hours and up to 140 PD Points.
Class III	Teachers who have completed at least 30 semester hours of college credit beyond the baccalaureate degree with at least 18 of such hours being graduate credit or 16 college graduate hours and up to 280 PD Points.
Class IV	Teachers holding a masters degree.
Class V	Teachers holding a masters degree and having 45 semester hours of graduate credit beyond the baccalaureate degree or 15 college hours of graduate credit beyond the masters' degree and up to 140 PD Points.
Class VI	Teachers holding a masters degree and having 60 semester hours of graduate credit beyond the baccalaureate degree or 32 college graduate hours and up to 560 PD Points or 30 semester hours of graduate credit beyond the masters degree or 16 college graduate hours beyond degree and up to 280 PD Points.
Class VII	Teachers holding a masters degree and having 75 semester hours of graduate credit beyond the baccalaureate degree or 45 college graduate hours and up to 600 PD Points or 45 semester hours of graduate credit beyond the masters degree or 24 college graduate hours beyond degree and up to 420 PD Points.
Class VIII	Teachers holding a masters degree and having 90 semester hours of graduate credit beyond the baccalaureate degree or 60 college hours and up to 600 PD Points or having 60 semester hours of graduate credit beyond the masters degree or 32 college hours beyond Masters and up to 560 PD Points.
Class IX	Teachers holding an earned specialist-degree from an accredited university.
Class X	Teachers holding an earned doctorate degree from an accredited university.

- a. Credit submitted for movement to a higher Class on the salary schedule shall be such as to maintain or improve skills related to the teacher's employment as a teacher or other

certificated position. Credit shall be appropriate for the endorsement or endorsements which appear on the teacher's certificate, to an endorsement desired by the teacher, or to a professional development. Decisions relating to the appropriateness of credit for schedule movement shall be made by administrative staff in the Human Resources Division. Credit submitted shall not be unreasonably denied.

5. Salary Schedule Level Defined, Adjustment

A "Level" on the salary schedule is defined as one of a series of relative positions held by individual teachers within any Class for salary purposes. Adjustments and movement from an assigned Level to any other Level shall be in accord with policies and actions of the Board.

6. Duty Days Per Year

Whenever duty days are mentioned, 186 duty days shall be required for all teachers who have completed the initial year of employment with the District and 189 duty days shall be required during the first full year of service. Other exceptions shall be specified in the individual teacher's primary contract or in related provisions of this policy.

7. Level Assignment for 2023-24 and 2024-25 Contract Years

Returning Teachers will be granted one Level increase for each of the 2023-24 and 2024-25 school years.

8. Level Placement for Accredited Experience from Outside USD 500 for 2023-24 and 2024-25 School Years

Credit allowed for experience outside the District shall be in accord with Section A, Paragraph 1, of Article XI. Level placement for teachers newly hired to the district after ratification of this Agreement will be based on years of experience using the following table.

2023-2024 School Year

	BS-DOC
Level 1	0
Level 2	1
Level 3	2
Level 4	3
Level 5	4
Level 6	5-6
Level 7	7
Level 8	8
Level 9	9
Level 10	10-12
Level 11	13
Level 12	14
Level 13	15-16
Level 14	17
Level 15	18-19
Level 16	20
Level 17	21
Level 18	22
Level 19	23+

2024-2025 School Year

	BS-DOC
Level 1	0
Level 2	1
Level 3	2
Level 4	3
Level 5	4
Level 6	5
Level 7	6
Level 8	7
Level 9	8
Level 10	9-11
Level 11	12
Level 12	13
Level 13	14-15
Level 14	16
Level 15	17-18
Level 16	19
Level 17	20
Level 18	21
Level 19	22+

Initial placement for new teachers in the hard-to-fill areas, namely, secondary math, secondary science, special education, speech language pathologist, school psychologist, occupational therapist, and physical therapist, may be adjusted by the Board in order to fill positions.

9. Nurses

Nurses holding a bachelor's degree and employed as school nurses shall be placed on the regular teacher's salary schedule. Nurses with an associate's degree in nursing will be placed at Class 1 on the Salary Schedule. License Practical Nurses will be placed on the LPN Class. Salaries for the 2023-24 and 2024-25 school years will be based on the schedule in Section 13 below.

10. Vocational Education Endorsement Recognition

Teachers who are certified by the State Department of Education and who are required to have vocational endorsement to teach in their respective fields shall be paid according to the following scale. Teachers holding Special Needs Vocational certification shall not qualify for the following scale unless provisional or full vocational certification is attained.

Training Class	Certification
(1) Non Degree and Provisional Vocational	BS Salary Schedule
(2) Non Degree and Vocational	BS Salary Schedule + \$141 or Degree and Provisional Vocational
(3) Non Degree and Vocational +30 Hours	BS Salary Schedule + \$426
(4) Non Degree and Vocational +60 Hours	BS Salary Schedule + \$705
(5) Non Degree and Vocational +90 hours	BS Salary Schedule + \$900
(6) Degree and Vocational	BS Salary Schedule + \$1412 or Secondary Teachers Certificate and Vocational

All hours counted in Class (3), (4), and (5) shall be semester hours and shall be a part of a degree plan approved by the district. Teachers required to teach a full day without a planning period will be paid an additional \$24.00 per day.

11. Counselor

Counselors shall be contracted on the basis of the teacher's salary schedule. Counselors will be paid at their individual normal hourly rate for the required hour beyond the teacher's work day.

12. Compensation for Required In-District Travel

Teachers will be provided an annual stipend of \$70.20 to cover the in-district travel expenses for the use of their personal automobiles to attend professional development. This stipend will be paid in September and shall be prorated for teachers who begin their employment after the start of the school year. Teachers otherwise required in the course of their work to drive personal automobiles from one school building to another shall be reimbursed for approved mileage expenses submitted during the current academic year. To be reimbursed, claims for mileages expenses must be submitted no later than thirty (30) days after it is incurred. Teachers shall be reimbursed at the maximum rate authorized by the State of Kansas and this rate shall be paid on or after the effective date adopted by the state.

13. Base Salary Scale - Base salary scale for computation of 2023-24 and 2024-25 salaries are as follows:

2023-2024 Teacher Salary Schedule											
Class	1	2	3	4	5	6	7	8	9	10	
Level	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	EDS	PHD	LPN
1	48,000.00	49,594.98	50,735.57	55,097.60	56,634.41	57,937.41	59,386.31	61,167.49	62,390.56	63,638.68	40,102.66
2	48,479.89	50,090.92	51,242.93	55,648.63	57,201.18	58,517.32	59,980.22	61,779.62	63,014.62	64,275.07	40,504.13
3	48,964.43	50,592.05	51,755.70	56,205.58	57,772.75	59,102.00	60,579.23	62,396.52	63,644.64	64,917.81	40,909.13
4	49,454.72	51,097.76	52,263.02	56,767.29	58,351.47	59,692.66	61,185.39	63,020.58	64,281.83	65,566.98	41,317.64
5	49,948.52	51,609.48	52,795.32	57,334.95	58,934.95	60,290.46	61,797.52	63,651.80	64,923.79	66,222.66	41,730.82
6	50,448.10	52,124.50	53,323.32	57,908.53	59,524.42	60,893.05	62,016.72	64,287.80	65,572.56	66,884.88	42,148.69
7	50,953.48	52,646.64	53,857.17	58,488.05	60,118.64	61,501.60	63,039.68	64,930.95	66,229.19	67,553.73	42,570.08
8	51,462.36	53,172.30	54,395.71	59,072.33	60,720.02	62,117.30	63,669.70	65,580.07	66,891.43	68,229.28	42,996.14
9	51,977.01	53,703.81	54,940.09	59,663.72	61,327.39	62,737.78	64,306.89	66,235.15	67,560.83	68,911.57	43,425.71
10	52,497.46	54,241.17	55,489.17	60,259.88	61,940.71	63,365.44	64,950.04	66,898.60	68,236.20	69,600.68	43,859.98
11	53,021.40	54,783.22	56,044.10	60,861.98	62,559.99	63,999.03	65,599.16	67,566.80	68,918.74	70,296.69	44,298.91
12	53,552.27	55,331.12	56,603.70	61,471.18	63,185.24	64,638.61	66,255.44	68,242.17	69,607.22	70,999.66	44,741.36
13	54,087.81	55,884.87	57,061.11	62,657.16	63,817.66	65,285.34	66,917.68	68,924.70	70,304.08	71,709.66	45,188.50
14	54,627.97	56,443.32	57,741.65	62,706.23	64,456.04	65,938.04	67,587.08	69,614.39	70,870.01	72,426.75	45,640.31
15	55,175.08	57,008.78	58,318.84	63,333.26	65,100.38	66,597.89	68,262.46	70,307.77	71,716.86	73,151.01	46,096.80
16	55,726.83	57,577.75	58,903.01	63,967.42	65,751.88	67,263.71	68,944.98	71,014.05	72,434.00	73,882.53	46,557.98
17	56,283.22	58,153.76	59,491.91	64,606.31	66,409.37	67,936.71	69,634.67	71,724.03	73,158.28	74,621.35	47,023.85
18	56,846.56	58,735.61	60,086.63	65,252.34	67,072.80	68,615.65	70,331.51	72,441.16	73,889.74	75,367.57	47,494.38
19	57,414.53	59,323.32	60,686.90	65,905.49	67,743.41	69,301.76	71,034.33	73,165.45	74,628.34	76,121.25	47,968.45
20	57,988.69	59,915.71	61,293.74	66,564.60	68,421.15	69,995.03	71,744.30	73,896.89	75,375.31	76,882.45	48,448.35
21		60,515.12	62,375.64	67,229.62	69,104.87	70,694.26	72,462.64	74,635.51	76,128.25	77,651.29	48,932.94
22		61,120.26	62,526.44	67,901.77	69,796.96	71,401.84	73,186.92	75,382.47	76,889.53	78,427.79	49,422.21
23			63,151.61	68,581.05	70,494.91	72,115.40	73,918.38	76,136.59	77,659.16	79,212.07	49,916.17
24			63,783.12	69,267.46	71,198.99	72,837.31	74,658.17	76,897.87	78,435.96	80,004.20	50,415.97
25				69,959.79	71,911.36	73,565.18	75,403.95	77,666.32	79,219.91	80,804.23	50,920.46
26				70,659.26	72,630.88	74,301.40	76,158.08	78,443.11	80,012.21	81,612.28	51,429.63
27				71,365.85	73,356.36	75,043.59	76,920.55	79,228.25	80,811.69	82,428.40	51,943.48
28				72,079.57	74,090.20	75,794.13	77,689.00	80,019.38	81,620.70	83,252.68	52,463.18
29				72,800.41	74,831.19	76,551.84	78,465.78	80,820.03	82,436.86	84,085.21	52,987.58
30				73,528.38	75,602.08	77,317.90	79,250.93	81,582.43	83,261.39	84,926.06	53,517.81
31				74,263.67	76,335.14	78,091.08	80,043.44	82,444.13	84,094.00	85,775.33	54,052.73
32				75,006.31	77,098.50	78,871.98	80,843.87	83,268.58	84,934.94	86,633.07	54,593.25

2024-2025 Teacher Salary Schedule											
Class	1	2	3	4	5	6	7	8	9	10	
Level	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	EDS	PHD	LPN
1	50,000.00	51,661.44	52,849.55	57,393.33	58,994.17	60,351.47	61,860.74	63,716.14	64,990.16	66,290.29	41,773.60
2	50,499.89	52,178.04	53,378.05	57,967.32	59,584.56	60,955.54	62,479.40	64,353.78	65,640.23	66,953.20	42,191.81
3	51,004.62	52,700.06	53,912.19	58,547.48	60,179.95	61,564.59	63,103.36	64,996.37	66,296.50	67,622.72	42,613.68
4	51,515.33	53,226.83	54,440.65	59,132.59	60,782.78	62,179.85	63,734.78	65,646.44	66,960.24	68,298.94	43,039.21
5	52,029.70	53,759.87	54,995.13	59,723.91	61,390.57	62,802.57	64,372.42	66,303.96	67,628.95	68,981.93	43,469.61
6	52,550.10	54,296.35	55,545.12	60,321.38	62,004.60	63,430.26	64,600.75	66,966.46	68,304.75	69,671.75	43,904.89
7	53,076.54	54,840.25	56,101.22	60,925.06	62,623.58	64,064.17	65,666.33	67,636.41	68,988.74	70,368.47	44,343.83
8	53,606.62	55,387.81	56,662.20	61,533.68	63,250.02	64,705.52	66,322.60	68,312.57	69,678.57	71,072.17	44,787.65
9	54,142.71	55,941.47	57,229.26	62,149.71	63,882.69	65,351.86	66,986.34	68,994.95	70,375.87	71,782.88	45,235.12
10	54,684.86	56,501.22	57,801.22	62,770.71	64,521.57	66,005.66	67,656.29	69,686.04	71,079.38	72,500.71	45,687.48
11	55,230.63	57,065.86	58,379.27	63,397.89	65,166.66	66,665.65	68,332.46	70,382.09	71,790.35	73,225.72	46,144.70
12	55,783.62	57,636.58	58,962.19	64,032.48	65,817.96	67,331.88	69,016.08	71,085.59	72,507.52	73,957.98	46,605.59
13	56,341.46	58,213.41	59,438.66	65,267.88	66,476.73	68,005.56	69,705.92	71,796.56	73,233.41	74,697.57	47,071.35
14	56,904.13	58,795.13	60,147.55	65,318.99	67,141.71	68,685.45	70,403.21	72,514.99	73,822.93	75,444.53	47,541.99
15	57,474.04	59,384.14	60,748.79	65,972.15	67,812.90	69,372.81	71,106.73	73,237.26	74,705.06	76,198.97	48,017.50
16	58,048.78	59,976.82	61,357.31	66,632.72	68,491.54	70,066.37	71,817.69	73,972.97	75,452.08	76,960.97	48,497.90
17	58,628.35	60,576.84	61,970.74	67,298.24	69,176.43	70,767.41	72,536.11	74,712.53	76,206.54	77,730.57	48,983.17
18	59,215.16	61,182.93	62,590.24	67,971.19	69,867.50	71,474.63	73,261.99	75,459.54	76,968.48	78,507.89	49,473.32
19	59,806.81	61,795.12	63,215.52	68,651.56	70,566.05	72,189.34	73,994.09	76,214.01	77,737.86	79,292.96	49,967.13
20	60,404.88	62,412.20	63,847.65	69,338.12	71,272.04	72,911.49	74,733.65	76,975.93	78,515.95	80,085.88	50,467.03
21		63,036.58	64,974.63	70,030.86	71,984.24	73,639.86	75,481.91	77,745.33	79,300.26	80,886.76	50,971.82
22		63,666.94	65,131.71	70,731.01	72,705.16	74,376.92	76,236.37	78,523.41	80,093.26	81,695.62	51,481.47
23			65,782.93	71,438.59	73,432.20	75,120.21	76,998.31	79,308.95	80,894.96	82,512.58	51,996.01
24			66,440.75	72,153.60	74,165.62	75,872.20	77,768.93	80,101.95	81,704.12	83,337.70	52,516.64
25				72,874.78	74,907.66	76,630.40	78,545.78	80,902.42	82,520.74	84,171.08	53,042.14
26				73,603.40	75,657.17	77,397.30	79,331.33	81,711.57	83,346.05	85,012.79	53,572.53
27				74,339.43	76,412.88	78,170.41	80,125.57	82,529.43	84,178.84	85,862.91	54,107.79
28				75,082.88	77,177.30	78,952.22	80,926.04	83,353.52	85,021.56	86,721.54	54,649.15
29				75,833.76	77,949.16	79,741.50	81,735.19	84,187.54	85,871.73	87,588.76	55,195.39
30				76,592.06	78,752.16	80,539.48	82,553.05	84,981.70	86,730.61	88,464.65	55,747.72
31				77,357.99	79,515.77	81,344.87	83,378.59	85,879.30	87,597.92	89,349.30	56,304.92
32				78,131.57	80,310.94	82,158.32	84,212.36	86,738.10	88,473.89	90,242.78	56,867.97

14. Short-Term Assignments

Compensation rate for teachers given short-term instructional assignments as governed by Article IV, Section B Paragraph 2-d shall be hourly based on the teacher's regular daily salary rate for supervision of a complete class group and half of the hourly rate based on the teacher's regular daily salary rate for less than 65% of a class.

15. Summer School

Teachers teaching summer school shall be paid at the teacher's regular daily salary rate.

16. National Certification

Teachers who obtain National Certification from the National Board for Professional Teaching Standards (NBPTS), National Board for Certified Counselors, National Association of School Psychologists, American Board of Examiners in Clinical Social Work, American Board of Physical Therapy Specialists, Certification Board of Music Therapists, National Board for Certification in Occupational Therapy, American Speech Hearing Association or National Board for Certification of School Nurses shall be paid \$2,000 above the regular schedule. Teachers holding multiple national certifications are only eligible for additional compensation for one national certification. Additional national certifications may be approved on a case by case situation by a joint committee of no less than two (2) members of the Association and two (2) representatives from the district.

17. Longevity Pay

Teachers who have been continuously employed as a teacher by the Board will be paid Longevity Pay in a lump sum payment, less any applicable withholdings or deductions, on or about the anniversary date of the start of their employment, as follows:

0.5% of Teacher's Base Salary after the completion of 5-9 years of continuous employment

1% of Teacher's Base Salary after the completion of 10-14 years of continuous employment

1.5% of Teacher's Base Salary after the completion of 15-19 years of continuous employment

2% of Teacher's Base Salary after the completion of 20-24 years of continuous employment.

2.5% of Teacher's Base Salary after the completion of 25+ years of continuous employment.

Longevity Pay is not cumulative, meaning that a teacher would **not** receive Longevity Pay in the amount of 2.5% (1% + 1.5%) in employment years 15-19.

18. Special Education Supplement

Teachers who are certified and assigned to teach special education classes will be paid a Special Education Stipend of 2% of the Teacher's Base Salary in a lump sum payment, less any applicable withholdings or deductions. The Special Education Stipend will be pro-rated in the event teacher is only certified and assigned to teach special education classes for a portion of the school year.

ARTICLE XII

SUPPLEMENTAL AND EXTRACURRICULAR SALARIES

SUPPLEMENTAL CONTRACTS

Special contracts for services other than those services covered in the principal or primary contract of a teacher as described in K.S.A. 72-2217, shall be based on the following schedules:

A. Compensation for Extracurricular Duties

Co-curricular activities requiring significant additional time, effort and responsibility are designated herein and amounts of additional compensation shall be in accord with the following schedule.

Annual position review: *At the beginning of each academic year or prior to the beginning of the contracted activity, the building administrator and supplemental sponsor will meet to review the district minimum expectation guidelines.*

1. HIGH SCHOOL SPORTS/ACTIVITIES

Sport/Activity	Head Coach	Assistant Coach
Tier 1 Sports		
Football	\$6,113	\$3,708
Basketball	\$6,113	\$3,708
Soccer	\$6,113	\$3,708
Wrestling	\$6,113	\$3,708
Volleyball	\$6,113	\$3,708
Track	\$6,113	\$3,708
Cheerleading	\$6,113	\$3,708
Tier 2 Sports		
Baseball	\$4,890	\$3,189
Softball	\$4,890	\$3,189
Tier 3 Sports		
Swimming	\$3,178	\$1,843
Bowling	\$3,178	\$1,843
Golf	\$3,178	\$1,843
Tennis	\$3,178	\$1,843
Cross Country	\$3,178	\$1,843
Unified Bowling	\$3,178	\$1,843
Tier 1 Activities KSHSAA		
Marching Band	\$4,783	\$2,804
Debate	\$4,783	\$2,804
Drama	\$4,783	\$2,804
Forensics	\$4,783	\$2,804
Vocal Music	\$4,783	
Orchestra	\$4,783	
STUCO	\$4,783	
Scholars Bowl	\$4,783	
Tier 2 Activities		
Robotics	\$3,394	\$1,355
Yearbook	\$3,394	
Newspaper	\$3,394	
Tier 3 Activities		
Jazz Band	\$2,311	
Pep Band	\$2,311	
Drill Team	\$2,311	
Special Olympics	\$2,311	\$1,340
Lego/Robotics	\$2,311	
Tier 4 Activities		
Intramural Sports	\$1,695	
Pep Club	\$1,695	
Other Activities		
Class Sponsor	\$1,000	
National Honor Society	\$1,000	
Louder than a Bomb	\$1,000	
Principal's Choice	\$1,000	
Teachers of Tomorrow	\$1,000	
SIT Team Representative	\$495 per semester	

Textbook Coordinator	\$1,200 per semester	
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College Career Coordinator - \$1,733

IDP Representative - \$723

Vocal Music Instructors who direct a musical play will be paid an additional \$504

Cafeteria Supervision - \$13.21 per session

Lead Social Worker \$2,500

Lead Counselor \$2,500

Avid Coordinator \$1,733

CTE Lead Teacher \$1,733

2. MIDDLE SCHOOL SPORTS/ACTIVITIES

Sport/Activity	Head Coach	Assistant Coach
Tier 1 Sports		
Football	\$3,578	\$2,224
Basketball	\$3,578	\$2,224
Track	\$3,578	\$2,224
Cheerleading	\$3,578	
Soccer	\$3,578	\$2,224
Volleyball	\$3,578	\$2,224
Tier 2 Sports		
Wrestling	\$2,750	\$1,814
Cross Country	\$2,750	
Tier 1 Activities - KSHSAA		
Debate	\$2,886	
Band	\$2,886	
Vocal Music	\$2,886	
Orchestra	\$2,886	
STUCO	\$2,886	
Drama	\$2,886	
Tier 2 Activities		
Newspaper	\$1,718	
Robotics	\$1,718	\$1,080
Yearbook	\$1,718	
Tier 3 Activities		
Intramurals	\$1,302	
Drill Team	\$1,302	
Pep Club	\$1,302	
Tier 4 Activities		
National Junior Honor Society	\$1,000	
Principal's Choice	\$1,000	
Louder than a Bomb	\$1,000	
Other Activities		
SIT Team Representative	\$495 per semester	
Textbook Coordinator	\$1,200 per semester	

Middle school music teachers will be paid only one supplemental salary for vocal music, orchestra or band duties.

IDP Representative - \$723

Cafeteria Supervision - \$13.21 per session	
Lead Social Worker	\$2,500
Lead Counselor	\$2,500
Avid Coordinator	\$1,733
Diploma + Liaison	\$2,000

3. ELEMENTARY SCHOOL ACTIVITIES

Student Council	\$640
Cafeteria Supervision	\$13.21 per session
Music	\$1,000
Principal's Choice	\$1,000
SIT Team Representative	\$495 per semester
IDP Representative	\$723
Lead Social Worker	\$2,500
Lead Counselor	\$2,500

4. When the service is performed for less than the full season for the activity, amounts shall be prorated accordingly.

B. Longevity Component

1. An employee must perform a duty in the exact same assignment on a consecutive basis, from year to year, to be eligible for the longevity salary. A change in assignment will result in an employee returning to the Extra Curricular Base Salary.
2. Longevity amount = Extracurricular Base Salary times (x) the longevity step percent factor.
3. Longevity Step Percent Factor
 - a. Year 1 0%
 - b. Year 2 0%
 - c. Year 3 2.5%
 - d. Year 4 5%
 - e. Year 5 7.5%
 - f. Year 6 10% Year
 - g. Year 7 12.5%
 - h. Year 8 15%
 - i. Year 9 17.5%
 - j. Year 10 & up 20%
4. Base Year Implementation - Service on the Extra Curricular Salary Longevity Component will begin with the 1997/98 contract year.

C. Special Duty Personnel for Special Activities

1. Duties Outside Regular School Day

Specific duties to be assigned as compensated duty outside the regular school day and not included as part of extra-curricular duty shall be such as are not considered a normal part of the teacher's assignment. Extracurricular assignments, club sponsorships, field trips and other activities which are extensions of regular teaching assignment and similar activities are not included as compensated special duty assignments.

2. Teachers May Request Duty

Any teacher regularly assigned to the school may list availability for such assignment with the principal.

3. Compensation Determination

Amount of compensation for such assignment shall be determined by established extra pay for extra work salary schedules.

D. Extra Pay for Extra Work Schedules

1. Yearly Contract Method

- a. In the middle and high schools, teachers may be contracted for a single year at an hourly rate of \$24.00 to perform extra duty assignments. Teachers will be contracted for a maximum of 110 hours at the high school level and 75 hours at the middle school level. By mutual consent of the principal and the teacher, the maximum number of hours of extra duty may be waived. Hours of extra duty will be assigned at the discretion of the principal, such duty to be performed outside the teachers' normal work day or on days when schools are not in session. No extra duty assignment will be allowed during time for which compensation for an extra-curricular assignment is received.

2. Hourly Rate of Pay Method

- a. Hourly rates of pay for time worked after a teacher's regular school dismissal time and on days when schools are in session shall be \$24.00.

3. Pay for Supplemental Teaching Services

- a. Homebound teaching and other special teaching services assigned and performed outside of the terms of the primary contract and as supplementary services after the close of the regular school day shall be compensated at an hourly rate based on the teacher's regular daily rate established by the Base Salary Scale. Individuals who teach staff development courses approved by the district and for which credit is granted by an accredited college or university shall be paid at the rate of \$605 per credit hour. If more than one person teaches a class, the \$605 will be divided among the instructors based on a percentage of time worked by each.
- b. Hourly rate for special curriculum planning and preparation services assigned and performed outside of the terms of the primary contract and as supplementary services outside of the regular school day shall be compensated at an hourly rate based on the regular daily rate established by the Salary Schedule Class I Level I.
- c. Teachers performing district wide instructional training as a part of their regularly assigned duties will be paid a stipend in the amount of \$2,000.
- d. Teacher Leaders (Instructional Coaches) shall be paid the amount designated by the Board of Education in the posted job description.

E. Compensation for Student Teacher Supervision

A payment of not less than \$200 per student teacher shall be made to teachers who supervise student teachers during any one semester. The amount of pay to each cooperating teacher shall be based on the length of time that a student teacher is assigned to the cooperating teacher and the designation of responsibilities as assigned by the Superintendent or his/her designee.

ARTICLE XIII

TEACHER FRINGE BENEFITS

A. Workers' Compensation

1. All Teachers Included

All teachers shall be protected by a workers' compensation insurance policy provided by the Board.
(See related disability leave provisions)

2. Immediate Injury Report Required

Any teacher who is accidentally injured in any way while in the performance of duties for the Board shall immediately report such injury to the school principal or to the immediate supervisor.

3. Injury When on Duty

Absence due to injury incurred while a teacher is on duty in the school or any other place a teacher is required to perform professional duties shall not be charged against the teacher's disability leave days if the teacher is receiving temporary total or temporary partial worker's compensation benefits.

Upon written request, such teacher shall continue to receive salary payment less worker's compensation temporary total disability payment over the length of his/her disability to work or until the end of the contractual period whichever is shorter with his/her disability leave being charged at not less than 0.5 day increments. Permanent partial payments, either body as a whole or scheduled, shall not be deducted from salary if the teacher has returned to work following temporary total disability.

The Board shall pay salary less worker's compensation total disability payment for the length of a disability or until the end of the contractual period whichever is shorter to a teacher who is injured while physically restraining a student or who is the victim of an assault while on duty and is injured thereby.

B. Tax Deferred Annuities

All teachers employed by the Board, for a minimum of twenty (20) hours per week shall be eligible to request specified reduction in salary and the purchase of non-forfeitable annuities (tax sheltered annuities) by the Board. The Board shall make such purchases as provided for in Section 403(b) of the Internal Revenue Code of 1954, as amended and in section 457(b) tax deferred retirement program.

1. Participating Companies Approved by Board

All companies participating in a tax sheltered annuity program and specific agreements made must be approved by the Board.

- a. No new participating company will be approved by the Board unless the request for such approval is accompanied by thirty (30) bona fide applications for the company seeking such approval.
- b. All applicants requesting participation in a tax sheltered annuity program must agree to participate in said program for a minimum of twelve (12) months unless contract for employment is terminated.
- c. If the district found the need to reduce the number of companies [403b] participating; the Association shall be given advance notice in order to have input.

2. Two Application Periods Per Year

Applications for participation in a tax sheltered program will be accepted twice during each twelve (12) month period: October 1 for payroll deduction effective November 1 and March 1 for payroll deduction effective April 1.

3. Continuation of Pre-Employment Agreement

Whenever an individual teacher is employed and has a prior contract agreement for purchase of a tax sheltered annuity, said agreement may be continued by proper amendment of contract agreements with the Board. This agreement shall not be construed as authorizing the initiating of new contracts with companies not specifically authorized by the Board.

C. Section 125 - Cafeteria Plan

The Board shall establish a flexible benefit plan intended to qualify as a "Cafeteria Plan" within the meaning of Section 125 (d) of the Internal Revenue Code of 1954, as amended to provide teachers with a choice of receiving certain taxable and tax-free benefits provided by the Board.

1. Allocation for Medical Insurance

The Board of Education shall purchase for all teachers a single medical insurance policy from a carrier selected by the Board, or pay an equal amount toward the purchase of an optional medical insurance policy offered by the same carrier.

2. Continued Monthly Allocations After Disability Leave Benefits Exhausted

For any teacher who is not receiving salary compensation due to absence from duty because of personal sickness or injury of the teacher and exhaustion of all disability leave benefits, the Board shall continue the payments specified in 1 above for six (6) months from the month in which disability leave benefits are exhausted. No payment shall be made after separation of such teacher's employment with the district.

3. Voluntary Salary Reduction Contribution

A teacher shall be entitled once annually on forms provided by the Board to elect to have a portion of the teacher's salary used to purchase a benefit or benefits under the plan. Such reduction shall be applied to the teacher's salary before federal and state income tax is deducted.

4. Plan Benefits

Optional benefits to be offered shall include at least the following:

- (a) Medical and Dental Insurance
- (b) Group Term Life Insurance
- (c) Salary Protection Insurance
- (d) Other Appropriate Miscellaneous Coverage's

Selection of any option(s) by a teacher will be permitted upon original employment and thereafter prior to the beginning of such succeeding contract year. A teacher shall be permitted to change options once during the contract year to the extent allowed by law.

5. Husband/Wife Combination Option

If both husband and wife are teachers or covered employees in the district, they may jointly elect to have all of the combined total of the Board's monthly payment under Article XIII, Section C, Paragraph 1, applied toward the purchase of additional medical insurance offered by the insurance carrier.

6. Association Right to Designate

NEA-KCK shall have the right to designate a number of teacher representatives equal to the number of administrator representatives appointed by the District to serve on the advisory committee established by Board policy.

D. Legal Protection of Teachers

1. Reimbursement for Certain Losses

The Board will reimburse teachers for any damage or destruction of clothing or personal property of the teacher occurring as a result of assault upon a teacher while on duty in the school or any other place a teacher is required to perform professional duties, not to exceed \$250. Losses insured by the teacher will not be reimbursed.

E. Payroll Deductions

Upon written authorization from the individual teacher on the approved form, and consistent with Board resolution, payroll deductions shall be made for the following purposes:

1. Charitable Organizations that qualify under Internal Revenue Service regulations
2. Financial institutions for purposes of direct deposit
3. Voluntary Salary Reduction contribution to cover benefits under Article XIV, Section C, Paragraph 4.

F. Protection of Rights

1. Protection of Rights in Reassignment and Transfer

No teacher who is transferred or reassigned shall by reason thereof be deprived of rights based on length of service, leave provisions, or placement on the salary schedule.

2. Transfers Occasioned by ESEA Considerations, Enrollment Adjustments or State and Federal Requirements

Teachers to be transferred due to enrollment adjustments, or pursuant to state or federal requirements, or due to Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 *et seq.*) as amended or enrollment adjustments shall be notified of the transfer within three working days of the determination to transfer. NEA-KCK shall also receive notice of such transfers within three working days of the determination to transfer.

3. After teacher receives notice of transfer, the teacher will have 3 days to accomplish the move, with one of those days being a moving day.

G. Chemical Dependency

Chemical dependency is recognized as a treatable health problem. A teacher who is so diagnosed by a physician shall receive the same consideration and opportunity for treatment that is extended to teachers with other types of health problems. The Board's responsibility for chemical dependency is limited to its effect on the teacher's job performance. For purposes of this provision, chemical dependency is defined as a health problem in which a teacher's use of mood-altering chemicals repeatedly interferes with job performance and adversely affects health. A teacher with chemical dependency will not have job security or promotional opportunity affected either by the diagnosis itself or by the teacher's request for treatment.

If the teacher refuses to accept diagnosis and treatment by an attending physician, or fails to cooperate with treatment and the result of such refusal or failure is such that job performance continues to be affected, the teacher's status as an employee will be handled in the same way that similar refusal or treatment failure would be handled for any other health problem. Implementation of this provision will not require or result in any special regulations, privileges, or exemptions from the standard administrative practice applicable to job performance requirements. The confidential nature of the medical records of a teacher with chemical dependency shall be preserved.

H. Bonuses and Stipends

Teachers may be eligible for any stipend or bonus available or paid to other employees of the district in general. Any such stipend or bonus including eligibility for and the amount of, shall be at the sole discretion of the Board and the Parties agree and stipulate that any such stipends or bonuses are not negotiable and are not subject to grievance under the terms of this Agreement.

ARTICLE XIV

ABSENCES and LEAVES

Qualified teachers are eligible for all leave available under applicable law and Board Policies GARH, GARID, GAOE, GARI, GARIF and GAHB. NEA-KCK will be provided with written notice of any proposed changes to these policies in advance of their presentation to the Board. A copy of current Board Policies GARH, GARID, GAOE, GARI, GARIF and GAHB. Any changes to these Board policies made after the ratification of this Agreement will not apply to teachers until after ratification by NEA-KCK and approval by the Board of the next negotiated agreement. In addition, qualified teachers are eligible for the following additional leave:

A. Health Leave

A teacher who is unable to teach because of personal illness or physical disability or the illness or physical disability of the teacher's dependent child or parent (as defined in Board Policy GARH) and who has exhausted all disability leave available shall be granted upon request a leave of absence without pay for the duration of such illness or disability, provided, however, any such leave shall not extend beyond the current school year. This leave, at the Board's option, may be renewed for the subsequent school year upon written request of the teacher. The teacher may return to active employment during the year in which he/she becomes sick or disabled as soon as a physician certifies the teacher is capable of performing all tasks required under his/her contract.

B. Long-Term Professional Leave

1. Non-Academic

A leave of absence of up to two (2) years may be granted to any teacher, upon application, for the purpose of participating in exchange teaching programs in other states, territories or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps as a full-time participant in such program; or a cultural travel or work program related to his/her professional responsibilities.

a. Salary Advancement

Upon return from such leave and upon furnishing satisfactory evidence of successful completion of the work for which the leave was granted, advancement in level on the salary schedule for such leave time shall be granted.

2. Academic

A long-term professional leave of absence up to two (2) years for approved college or university study may be granted except that salary schedule advancement based on academic study shall be in advancement to appropriate scheduled classes earned and shall not be reflected in level movement.

C. Leave for Care of New Child

1. Short-term Leave

A teacher who is not otherwise eligible for leave under Board policy may be granted a leave of absence for a consecutive period of up to eight (8) weeks for the purpose of short-term leave for the birth and care of the teacher's child or placement and care of a child through adoption or foster care. If the teacher does not have sufficient accrued unused disability leave to cover the entire period of time requested, the remaining days will be unpaid. Length of leave will be determined by the physician. A teacher's last day of duty will be a time mutually agreed upon by the teacher and the Board. In order to qualify for this leave, the teacher must:

- a. Submit an applications within three months following the beginning of pregnancy; and
- b. A physician's statement.

2. Extended Leave for the Birth of a Child

Teachers having three or more years of service in the district whose performance of duty is interrupted by reason of pregnancy may apply for and on application shall be extended the benefits of an extended leave for the birth of a child provided that the applicant has not been notified in writing prior to application that her work is unsatisfactory. The following provisions must be met:

- a. **Application Within Three Months**
Application for leave shall be made within three (3) months following beginning of pregnancy and shall be accompanied by a physician's statement indicating anticipated date of confinement.
- b. **Mutual Agreement on Duty Termination**
Actual performance of duties will terminate at a time mutually agreed upon by the teacher and the Board.
- c. **Physician's Statement of Physical Condition**
A physician's statement indicating that the teacher is physically able to resume full teaching duties shall be presented prior to reinstatement.
- d. **Terms of Reinstatement to Active Duty**
In accord with the provisions contained herein, reinstatement of a teacher on leave shall be made at the earliest date practicable but only when a suitable opening is available. A teacher returning from extended leave shall have an opportunity to discuss and express the teacher's preference for reassignment with the Superintendent or his/her designated representative if the teacher so requests. Rejection of the assignment when offered shall void the leave protection and shall automatically be treated as a voluntary resignation.
 - (1) Teachers on leave who desire reinstatement at the beginning of the next school year shall notify the Superintendent of their availability for assignment. Teachers shall give notice prior to May 10 if they expect to return to full time employment at the beginning of the school year next following. Upon approval of the Superintendent, the leave may be extended one school year beyond the year in which confinement occurs.
 - (2) Notification of availability for assignment shall be given within (9) months following confinement. Failure to provide such notification shall constitute an act of resignation.
 - (3) Nothing herein shall be interpreted to assure a teacher of a position or building assignment identical to that previously held except that it shall be in a position for which the individual has fulfilled the requirements for certification.

e. Employment Rights and Benefits Retained

Teachers requesting and being granted extended leave shall retain employment rights and benefits relating to non-probationary status, position on the salary schedule, accumulated disability leave and coverage under the retirement system of the district.

f. No Payment of Salary During Extended Leave

No payment of salary under terms of the disability leave policy shall be made to any teacher for disability during the period of time for which extended leave is granted.

D. Authorized Absence

A teacher may be granted five (5) days of authorized absence for personal reasons without pay during any school year for activities which cannot reasonably be performed outside of regular duty hours or on a non-school day.

1. Limitation

Such authorization shall not be granted on any day preceding or following a holiday, holiday weekend, or any vacation period including the opening and closing days of the school year.

2. Application Required

Application for authorized absence shall be made in writing at least two (2) days in advance of the absence and stating the reasons which necessitate the leave.

3. Extension

Extension of authorized absence beyond five (5) days may be granted without pay when such extension is considered by the Superintendent as in the best interest of the school district.

4. Non-Accumulative Authorized absence days shall be non-accumulative.

E. Sabbatical Leave

1. Purpose

A sabbatical leave may be granted to a full-time teacher to provide opportunity to engage in professional experiences having a major force on self-improvement and which also will have positive consequences for the teacher's students and/or co-workers.

2. Qualifications

The applicant must have been employed in the district for at least five (5) consecutive years beyond the applicant's statutory probationary period. Absences from service for a period more than one (1) year under a leave of absence with or without pay shall be deemed a break in continuity of service. The applicant must not have been granted a sabbatical leave from the district during the seven (7) consecutive years of service immediately preceding the current application.

3. Application

Applications shall be filed with the Superintendent by March 1 for leave for the next school year. Applicants requesting sabbatical leave shall be notified by April 1 as to the status of their application. Applicants shall include an outlined plan for the year requested. The plan shall include: The activity or activities to be undertaken during the leave; The benefit of the leave for the teacher; The benefits to be

realized by students and/or other staff as a result of the leave. The plan shall be indicated on the application form or as an attached statement.

4. Compensation

A sabbatical leave shall be compensated at 50% of full contracted salary and 100% of benefits provided a full time teacher for the year of the leave. Upon return from sabbatical leave the teacher shall be placed at the position on the salary schedule he/she would have attained had he/she taught in the district during such period.

5. Status Upon Return from Sabbatical Leave

Upon completion of sabbatical leave, the teacher shall be reassigned in a position which is comparable to the one held when assuming sabbatical leave status, exclusive of supplemental assignments. The teacher shall retain all accumulated disability leave days but no such days shall accumulate during the period of the sabbatical leave.

6. Selection

Selection of teachers for sabbatical leave shall be made by the Superintendent or his/her designated representative(s). The following factors shall be considered when making the selection:

1. Merit of the applicant's proposed program;
2. Applicant's length of service in the district;
3. Applicant's quality of service as determined by evaluators' and administrators' recommendation;
4. Distribution from the areas of elementary, middle, high schools, special education, and AVTS;
5. Availability of qualified replacements.

Annually, no more than three (3) eligible teachers shall be granted sabbatical leave for the following school year.

7. Required Service Agreement

As a condition for the granting of sabbatical leave, the teacher shall sign an agreement to return to the district for at least two (2) years of service immediately following the sabbatical leave. Upon failure by the teacher to perform the required service, he/she shall repay the district the amount paid to the teacher by the district during the sabbatical leave. Such payment shall be due within ten (10) days of the teacher's failure to commence or continue his/her assigned duties.

The teacher shall not deviate from the approved program before its completion without written permission of the Superintendent. Failure to receive written permission shall result in the district immediately stopping all payments to the teacher.

F. Political Office Leave

1. Any teacher shall have the right to become a candidate for public office and to serve in such elective office unless there is a legal prohibition. An unpaid leave of absence not to exceed (two) 2 years shall be granted to any teacher upon application for the purpose of campaigning for, or serving in, a public office. Such leave may be extended by mutual agreement of the teacher and the Board.
2. No teacher shall, during the hours for which pay is received, use such time for the solicitation, promotion, election, or defeat of any candidate for public office.
3. No teacher shall use the classrooms, schools, or students for the purpose of solicitation, promotion, election, or defeat of any candidate for public office.

4. No teacher shall use school equipment or supplies for the purpose of solicitation, promotion, election, or defeat of any candidate for public office.
5. Reinstatement of a teacher on political leave shall be made when a suitable opening is available. Nothing herein be interpreted to assure a teacher of a position or building assignment identical to that previously held except that it shall be in a position for which the teacher has fulfilled the requirements for certification.

G. Disability Leave Bank

USD 500 shall establish a disability leave bank for teachers who choose to participate. The day-to-day administration of the bank shall be the responsibility of the District. However, the responsibility for determining whether a teacher is eligible for leave, is granted leave and the amount of any leave granted shall be the responsibility of a committee of no less than three (3) teachers appointed by the Association. The committee appointed by the Association shall sign a confidentiality agreement prior to serving as the leave bank representative and being granted access to confidential medical information regarding another teacher. This bank shall be governed by the following regulations:

1. Participation shall be voluntary. Those who choose to participate shall contribute one (1) day of their accumulated temporary disability leave to the bank at the beginning of their period of participation.
2. Eligibility. An employee who meets the eligibility requirements and who suffers a serious health condition shall be entitled to annual use of the disability leave bank consistent with the following table:

1st year in district - no more than 30 Calendar Days; 2nd year in district - no more than 60 Calendar Days; 3rd year in district - no more than 90 Calendar Days; 4 or more years in district - no more than 180 Calendar Days. These years of employment must be consecutive.
3. Only participating teachers are eligible to draw from the bank. The periods for which participating teachers are eligible to use days from the bank shall begin on the fourth (4) consecutive contract day of an absence for which the teacher had no accumulated temporary disability leave days. Eligibility shall continue until (1) the teacher is able to return to duty or (2) until the date which reflects the maximum number of benefit days after the date of the commencement of the disability for which use of the disability leave bank is, sought whichever occurs first. However, in no event shall a person, within a twelve-month period be eligible for use of the disability leave bank in an amount which exceeds the limitations set forth in the table of section 2, above.
4. In no case shall additional days be granted that would extend beyond the teacher's current contract year.
5. Should the total number of days in the leave bank drop below 250, all participants who have a personal accumulation of one (1) or more temporary leave days shall contribute one (1) additional leave day to the bank.
6. Teachers may enroll in the temporary disability leave bank at the beginning of each contract year but must submit the appropriate form by October 1. Any teacher on duty from the beginning of the contract year desiring to enroll after October 1 must wait until the following year. Teachers hired after the beginning of the contract year who desire to enroll must do so within thirty (30) calendar days after their first day at work or by October 1 of the current contract year, whichever is later.
7. Once enrolled, participation remains in effect until the teacher notifies the District that the teacher desires to withdraw from participation in the bank. The period during which withdrawal is allowed coincides with the enrollment period. Any request for withdrawal from participation which is submitted during the enrollment period takes effect immediately. Any request for withdrawal from participation which is not submitted during the enrollment period takes effect at the beginning of the next enrollment period. No days previously contributed may be restored to the teacher's personal accumulation.

8. Leave days from the bank may be used only due to a serious health condition on the part of the participating employee. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in the hospital, hospice, or residential care facility or which requires continuing treatment by a health care provider. No such days may be used due to the disability of any other person.
9. Teachers whose contracts are terminated or non-renewed in accordance with Kansas law shall not be allowed to use temporary disability leave bank days to otherwise extend their employment.
10. Teachers shall not be allowed to withdraw days from the disability leave bank for any days for which workers' compensation benefits are received.
11. Use of the Disability Leave Bank for a period in excess of two consecutive years is prohibited.

H. Leave Buyback Committee

During the 2022-23 school year the Board and the Association will create a joint committee to gather and study data regarding leave buyback. This data will be compiled and shared in time for the 2023-24 negotiations process.

ARTICLE XV

EARLY SEPARATION PROGRAM

A. Definitions

1. Year of Experience

A year of experience is a contracted year of full-time duty for at least 160 days of the regular contract year. Previous contracted administrator experience shall be counted as teaching experience. Previous experience listed as part-time shall be evaluated on the basis that two years of part-time equal one year of full-time experience.

2. Total Annual Salary

For teachers holding only a Teacher's Primary Contract, the total annual salary shall be the figure shown as annual salary on the primary contract. If the teacher holds only a part-time contract, the total annual salary shall be the average of the teacher's salary for the last three years. If the teacher also holds an extended contract, the total annual salary shall be the amount shown as "Total Primary and Extended Contract" on the extended contract. Pay for extra-curricular duties is expressly excluded from the total annual salary.

B. Eligibility

To participate in the Early Separation Program, the teacher must meet all of the following eligibility criteria:

- a. The teacher must have been under contract to the Kansas City, Kansas Public Schools (USD 500) on or before August 1, 1996.
- b. On the year that separation is to begin, the teacher must be at least fifty-five by July 1, and no more than sixty-one years old.
- c. The teacher must have completed twenty-five years of contracted teaching experience, with at least seventeen years in USD 500.
- d. The teacher must submit to the Human Resources Office a completed Early Separation Application on or before April 30 of the year in which separation is to begin.

- e. Normally, a teacher will not be allowed to begin early separation prior to the end of the contract year. Any exceptions must be approved by the Superintendent or his/her designee.

C. Benefits

1. Teachers approved for the early separation benefits will be paid not more than eighty-four monthly payments with payments beginning on July 1 of the year separation begins and ending on the first day of the month in which the teacher dies or becomes sixty-two years old, whichever occurs first.
2. The monthly benefit shall be one twelfth of the product of the teacher's experience factor and the teacher's final total annual salary. The experience factor is based on the teacher's years of experience both in and out of the district.
3. The teacher electing early separation, if otherwise eligible, has the right to remain a member of the Board's health insurance program of his or her choice until age sixty-five at the teacher's expense.
4. The early separation benefits specified in this plan are independent of any other retirement for which the teacher may be eligible from sources other than the school district.

D. Restrictions

1. A teacher who applies for and receives pay from the Early Separation Program forfeits the right to return to full time employment in any capacity in USD 500. It is permissible for the teacher to be hired as a substitute in the district.

E. Procedure for Determining Early Separation Benefit

1. Determine the number of years of experience in USD 500. Locate the horizontal row headed by that number. If it is less than seventeen, it does not qualify. If it is greater than thirty-five, use the "35" row.
2. Determine the number of years of experience in districts other than USD 500. Credit will be given for no more than eight years outside the district. The maximum total credit shall be thirty-five years.
3. The intersection of the "USD 500" row with the "other" column is the experience factor.
4. Multiply the experience factor times the total annual salary. Divide the product by twelve to find the month benefit.

(See Experience Factor Table)

EXPERIENCE FACTOR TABLE

Experience in other districts

E		0	1	2	3	4	5	6	7	8
X	17									0.195
P	18								0.204	0.205
E	19							0.213	0.214	0.215
R	20						0.222	0.223	0.224	0.225
I	21					0.231	0.232	0.233	0.234	0.235
E	22				0.240	0.241	0.242	0.243	0.244	0.245
N	23			0.249	0.250	0.251	0.252	0.253	0.254	0.255
C	24		0.258	0.259	0.260	0.261	0.262	0.263	0.264	0.265
E	25	0.267	0.268	0.269	0.270	0.271	0.272	0.273	0.274	0.275
	26	0.277	0.278	0.279	0.280	0.281	0.282	0.283	0.284	0.285
I	27	0.287	0.288	0.289	0.290	0.291	0.292	0.293	0.294	0.295
N	28	0.297	0.298	0.299	0.300	0.301	0.302	0.303	0.304	
	29	0.307	0.308	0.309	0.310	0.311	0.312	0.313		
U	30	0.317	0.318	0.319	0.320	0.321	0.322			
S	31	0.327	0.328	0.329	0.330	0.332				
D	32	0.337	0.338	0.339	0.340					
	33	0.347	0.348	0.349						
5	34	0.357	0.358							
0	35	0.367								
0										

ARTICLE XVI

CONTRACT FLEXIBILITY PLAN

A. Contract Flexibility Plan

The following Contract Flexibility Plan has been approved through formal negotiations between the Board of Education and the Kansas City, Kansas National Education Association to allow individual schools the flexibility needed to meet identified goals of the schools. Through the plan, schools will be able to consider adjustments in limited areas of the Negotiated Agreement.

Areas of the Negotiated Agreement which may be considered for contract flexibility will be limited to the following sections: Article IV - Duties and Responsibilities

B. Procedures

1. Step 1

A plan including a need for contract flexibility is presenting in writing to the principal by a committee, group, or individual for his/her recommendation.

2. Step 2

Formal written notification of a proposed waiver of the contract shall be presented to the Association at the same time the plan is submitted to the Superintendent or his/her designated representative. If the plan is approved by the Superintendent or his/her designated representative(s), the contract flexibility proposal is presented to the members of the bargaining unit assigned to the building for their information and input. Final approval and implementation of the plan shall be subject to acceptance by the Review Committee as established in these procedures.

3. Step 3

A vote by secret ballot on the proposed contract waiver shall be held with all members of the bargaining unit assigned full or part-time to the building. The vote shall be conducted by the Association building representative or other individual(s) selected by the Association.

4. Step 4

If the vote is 100% of those casting ballots for approval of the contract waiver proposal, the proposals forwarded to the Review Committee made up of, two teachers to be named by the Association and two administrators. The Review Committee reviews the contract waiver proposal and determines to approve or disapprove it. If the Committee approves the proposal, it shall go into effect at the time stipulated in the proposal. If the Committee denies the proposal, it shall be returned to the school with a written explanation providing the specific reason(s) for the denial. The school sponsors of the proposal may begin the process over in an attempt to alter the proposal in order to gain approval.

5. Step 5

If the vote is less than 100% but at least 85% of those casting ballots, the proposal may be reviewed in the school in an attempt to reach a 100% vote or it may be forwarded to the Review Committee. In considering the proposal, the Committee shall seek out the minority view. If the Committee approves the proposal, it shall go into effect at the time stipulated in the proposal. If the Committee denies the proposal, it shall be returned to the school with a written explanation providing the specific reason(s) for the denial. The school sponsors of the proposal may begin the process over in an attempt to alter the proposal in order to gain approval.

6. Step 6

If the vote is less than 85% of those casting ballots, the sponsors of the proposal shall decide whether to drop the proposal or attempt to reach a compromise which will gain a vote of at least 85% approval.

C. Revocation of Waiver

Any approved waiver shall remain in effect for the time period stipulated in the waiver or absent such time period until the waiver is revoked by the following procedure:

1. A petition to revoke the waiver shall be subject to a vote of all members of the bargaining unit assigned full or part-time to the school providing the petition has been signed by at least 50% of the assigned staff.
2. A vote on the revocation of the waiver shall be conducted as stipulated in section B.3 of this Article.
3. The waiver shall be revoked if more than 33% of those casting ballots vote to do so.
4. If the waiver is revoked, the waived provision in the contract shall be reinstated at the beginning of the next contract year.

D. Miscellaneous Provisions

1. The review Committee must receive the proposal at least one grading period in advance of the desired implementation date.
2. The Review Committee must respond within three weeks of receipt of the proposal.
3. The Review Committee should make a final determination by May 1 for proposals which affect the first reading period of the next school year.
4. The approval of a waiver shall be binding on all affected by the proposal.
5. A teacher who wishes to transfer from a school which will have a waiver in the Negotiated Agreement during the next school year will be given consideration if vacancies exist in his/her teaching area.
6. Approval of a contract waiver proposal by the Review Committee shall require the approval of at least three of the four members.

E. Appeal Procedures

1. If a teacher(s) feels that the agreed waiver of the Negotiated Agreement is not being implemented as approved, he/she may submit his/her concern in writing to the Review Committee stipulating the exact provision of the proposal being violated. Any appeal must be filed within five (5) days after the alleged violation occurs.
2. Upon receipt of the written appeal from the teacher(s), the Review Committee shall hold an appeal hearing within ten (10) days to allow all parties to present facts and testimony. Within seven days of the appeal hearing, the Committee shall issue in writing its findings on the appeal. The Committee's findings shall be binding on all parties. Decisions by the Committee shall be unanimous.
3. The Review Committee's scope of review shall only be the waiver of the Negotiated Agreement. An appeal may not be filed on the merits of the waiver of the Negotiated Agreement once it has been approved by the Review Committee.

4. An appeal must be submitted on a form prepared by the Review Committee. Forms will be available in the District's Human Resources Office and in the offices of NEA-KCK.
5. The term "days" in this provision shall be understood to mean days when teachers are on duty.

ARTICLE XVII

TESTING AND SUBSTANCE ABUSE

A. Drug Testing and Substance Abuse

1. Statement of Purpose

The use of illegal drugs, on or off duty, by USD 500 teachers is inconsistent both with the duty of all citizens to abide by the law and with the duty of care expected of teachers who drive USD 500 vehicles. Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance, illicit drugs and alcohol by school professional employees at school, on or while utilizing school property, or at school sponsored activities or events is prohibited. This article is required by the Drug-Free Workplace Act of 1988 and by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. Teachers are further prohibited from reporting to or remaining on duty while impaired by controlled substances and/or alcohol. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution.

While a function of schools in a democratic society is to foster adherence to constitutional rights, USD 500 believes that its adherence to the constitutional rights of employees must be measured against its interest in regulating certain conduct of employees performing said functions to ensure the safety of the traveling public, other employees and students. Toward this end, USD No. 500 has engaged in careful analysis and has determined that its interest presents special needs beyond normal law enforcement which justify adopting a physical examination procedure designed to identify improper drug and alcohol use. The procedure selected and which is hereby implemented includes testing blood, breath, and urine as well as utilizing other diagnostic tests designed to detect alcohol and/or drugs (or drug metabolites).

The inherent difficulty in detecting drug abuse, coupled with the safety concerns such use poses to the public and our students mandates the implementation of a detection procedure designed to identify improper drug and alcohol use. This procedure should include, among other things, breath, blood and urinalysis testing. Furthermore, any such procedure should be targeted toward those individuals performing "safety sensitive functions" as defined below. Our goal, therefore, and the purpose of this policy is to establish and maintain a safe workplace and a healthy and efficient workforce free from the effects of drug and alcohol abuse.

2. Definitions

- a. Accident means an occurrence associated with the operation of a USD 500 vehicle, whether or not such vehicle is situated on the premises of USD 500.
- b. Applicant means any teacher tentatively selected for employment with USD 500 whose position requires the teacher to operate a USD 500 vehicle.
- c. Employee Assistance Program (EAP) means the USD 500 based Counseling program that offers assessment, short-term counseling, and referral services to employees for a wide range of drug, alcohol, and mental health problems, and monitors the progress of employees while in treatment.

- d. Illegal or prohibited drug includes, but is not limited to the following substances specified in Schedule I or Schedule II of the Controlled Substances Act, 21 U.S.C. & 801 *et seq.* (and amendments thereto) published at 21 CFR §1308.11 and 21 CFR §1308.12, and K.S.A. 65-4101, and amendments thereto of the Uniform Controlled Substance act, to wit: marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.
- e. Medical Review Officer means the individual responsible for receiving laboratory results generated from USD 500's Drug Free Workplace Program and this policy who is a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results together with an individual's medical history and any other relevant biomedical information.
- f. Pass a drug test means that a Medical Review Officer has determined that the results of a drug test administered under this policy:
 - i. Showed no evidence or insufficient evidence of a prohibited drug or drug metabolite;
 - ii. Showed evidence of a prohibited drug or drug metabolite but there was a legitimate medical explanation or the result;
 - iii. Were scientifically insufficient to warrant further action; or
 - iv. Were suspect because of irregularities in the administration of the test or observation of chain of custody procedures.
- g. Positive test result means a test result which reveals a detectable concentration of an illegal or prohibited drug (or its metabolites) {above 50 nanograms} or a blood-alcohol concentration of a .04% or more (or its equivalent as determined by a diagnostic test such as a breathalyzer) for teachers who are entrusted with the operation of a vehicle on behalf of USD 500.
- h. Safety sensitive function means any duty related to the operation of a USD 500 including:
 - i. Operation of a USD 500 vehicle, whether or not such vehicle is in USD 500 service; or
 - ii. Controlling movement of a USD 500 vehicle.
- i. Supervisor means an employee having authority to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove other employees, to adjust their grievances or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature, but requires consistent exercise of independent judgment.

3. Prohibited Activities & Probable Cause Testing

All teachers are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and/or alcohol in the workplace. To possess means to have either in or on the teacher's person, personal effects, motor vehicle, or areas substantially entrusted to the control of the teacher. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution.

Teachers are further prohibited from reporting to or remaining on duty while impaired by controlled substances and/or alcohol. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution.

Every teacher, including those who do not perform safety-sensitive functions shall be subject to probable cause and post-accident testing as described in Article XVII(A)(4)(h)(2) and (h)(3). The purpose of this requirement is to comply with the Drug-Free Workplace Act of 1988, as amended, which requires grantees to certify that they will maintain a drug-free workplace.

4. Rules applicable to teachers performing safety-sensitive functions.

The use, possession, sale or distribution of prohibited drugs or alcohol by teachers performing safety sensitive functions while on USD 500 property or while engaged in or performing USD 500 business is prohibited.

- a. Teachers performing safety sensitive functions are required to refrain from the use of illegal drugs.

- b. Teachers performing safety sensitive functions are required to refrain from any and all alcohol consumption while on duty. The consumption of alcohol while off duty is likewise prohibited where such consumption impairs the ability of the teacher to fully perform the duties to which he/she has been or will be assigned. [”Impaired” means under the influence of a substance such that the teacher’s motor sense (i.e., sight, hearing, balance, or reaction, reflex or judgment) either are or may be presumed to be effected.]
- c. The use of illegal drugs by teachers performing safety sensitive functions, whether on or off duty, is contrary to the efficiency of public service.
- d. The consumption of alcohol by teachers performing safety sensitive functions while on duty and the consumption of alcohol while off duty which impairs the ability of the teacher to fully perform all duties assigned to him/her is also contrary to the efficiency of public service.
- e. Teachers performing safety sensitive functions who use illegal drugs, consume alcohol while on duty, or consume alcohol while off duty where such consumption impairs the ability to fully perform all duties assigned are not suitable for employment USD 500.
- f. Teachers performing safety sensitive functions who take over-the counter or prescribed medication are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of medication likely to impair their ability to do their job. A teacher who fails to so notify his/her supervisor shall be subject to disciplinary action, up to and including discharge. Moreover, teachers who take over-the-counter or prescribed medication contrary to instructions may be subject to disciplinary action, up to and including termination.
- g. Procedures of Implementation of Policy for Safety-Sensitive Positions

NOTICE: Sixty days prior to the initial implementation of a physical examination or other testing procedure designed to identify improper drug and alcohol use, USD 500 shall notify all teachers performing safety sensitive functions that testing for use of illegal drugs and improper alcohol consumption is to be conducted and that they may seek counseling and rehabilitation.

- i. Before conducting a drug test, USD 500 shall inform all teachers performing safety sensitive functions who are to be tested of the opportunity to submit medical documentation that may support a legitimate use for a specific drug.
 - ii. Before conducting a drug test, USD 500 shall inform all teachers performing safety sensitive functions of the procedures for timely submission of requests for retention of records and specimens; procedures for re-testing; and procedures consistent with applicable law, to protect the confidentiality of test results and related medical and rehabilitation records. USD 500 recognizes that procedures for providing urine specimens must allow individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen provided. Notice of positive test result shall be given to the tested employee within two business days of the application of the gas chromatography mass spectrometry analysis or as soon thereafter as is practical.
- h. Conditions for Testing. The following circumstances and activities detail those instances in which any teachers performing safety sensitive functions will be required to submit to alcohol and/or drug testing:
 - 1. At the time of the pre-employment examination.

2. Where two supervisors concur that probable cause exists to believe that the teacher appears to be acting in an intoxicated or impaired manner; however, if only one supervisor is available, his or her opinion alone is sufficient.

- (A) Probable cause means that, because of the teacher's appearance or conduct, the employer has information which leads him/her to conclude with a reasonable degree of certainty that the teacher is impaired due to drug or alcohol use.
- (B) In evaluating the existence of probable cause, the actions or observations of the teacher must occur while the employee is on duty.
- (C) Where probable cause is found to exist; the teacher must be taken by his/her supervisor or other designated representative immediately to an approved collection site to obtain a urine or blood sample.
- (D) Upon the collection of a probable cause blood or urine examination, the teacher will be transported to his/her home address.
- (E) Immediately following (usually within 24 hours) a probable cause blood or urine examination, the supervisor must complete the probable cause recording form.

3. When a teacher is involved in a vehicle accident involving:

- (A) A pedestrian
- (B) A fixed object;
- (C) Two or more vehicles/equipment belonging to USD 500;
- (D) A USD 500 vehicle striking the rear of another vehicle;
- (E) A head-on collision;
- (F) A USD 500 vehicle striking another vehicle broadside;
- (G) Substantial physical damage to residence, equipment or vehicle (combined physical damage believed to be in excess of \$1,000.00);
- (H) When a teacher is involved in an accident which, in the sole discretion of USD No. 500, it appears carelessness, poor judgment or lack of alert mental faculties may have contributed to the accident.
- (I) When a teacher is in flagrant violation of standard operating or safety procedures of USD 500, federal or state safety regulations.
- (J) As a condition of discipline due to a previous alcohol or drug-related offense.
- (K) At the discretion of USD 500 Management, when a teacher returns from any unauthorized absence from work whereby two or more consecutive days of absence occurred, the teacher may be required to submit to a test.

- i. Testing of Applicants Seeking Safety Sensitive Positions.

After a conditional offer of employment has been tendered, applicants seeking safety sensitive positions with USD 500 may be given breath, blood, urine, or other diagnostic tests to detect alcohol and/or drugs (or drug metabolites) in their systems. Positive test results for drugs or alcohol will be considered in making the final employment decision. Refusal to submit to the requirements of this drug and alcohol policy will render the applicant ineligible for employment

Every vacancy announcement for positions designated for applicant testing shall state:

"All applicants tentatively selected for this position will be required to submit to testing to screen for illegal or prohibited drug and alcohol use prior to appointment."

In addition, each applicant will be notified that appointment to the subject position will be contingent upon a negative drug test result. Failure of the vacancy announcement to contain

this statement notice will not preclude applicant testing if advance written notice is provided applicants in some other manner.

j. Additional Explanation Regarding Conditions for Testing:

a. Post-Accident Testing:

The urine sample for a post-accident drug test required by this section shall be collected as soon as possible but no later than 24 hours after the accident.

b. Retests:

A teacher who does not pass a drug test administered under this part may request that the original urine sample be analyzed again. A teacher requesting a retest under this section must submit a written request within 60 days of the teacher's receipt of the test result. The teacher may specify retesting by the original laboratory site or by a second laboratory site that is certified to perform drug tests by the Department of Health and Human Services. All retesting of this nature shall be at the expense of the teacher.

5. Voluntary Compliance, EAP and Referral

- a. USD 500 shall also inform such teachers of the procedures for obtaining assistance through the USD 500 Employee Assistance Program. The USD 500 EAP plays an important role in preventing and resolving teacher drug use by: demonstrating USD 500's commitment to eliminating illegal drug use; providing teachers an opportunity, with appropriate assistance, to discontinue their drug use; providing educational materials to supervisors and teachers on drug use issues; assisting supervisors in confronting teachers who have performance and/or conduct problems and making referrals to appropriate treatment and rehabilitative facilities; and follow-up with individuals during the rehabilitation period to track their progress and encourage successful completion of the program. The EAP, however shall not be involved in the collection of urine samples or the initial reporting of test results. Specifically, the EAP shall:

Provide counseling and assistance to teachers who self-refer for treatment or whose drug tests have been verified positive, and monitor the teachers' progress through treatment and rehabilitation;

Provide needed education and training to teachers on types and effects of drugs, symptoms of drug use and its impact on performance and conduct, relationship of the EAP to drug testing, and related treatment, rehabilitation, and confidentiality issues;

Ensure that confidentiality of test results and related medical treatment and rehabilitation records is maintained in accordance with this policy.

- b. Any teacher found to be using drugs shall be referred to the EAP. The EAP shall be administered separately from the testing program and shall be available to all teachers without regard to a finding of drug use. The EAP shall provide counseling or rehabilitation for all referrals, as well as education and training regarding illegal drug use.
- c. A teacher who voluntarily identifies him/himself as a user of illegal drugs or who volunteers for drug testing, prior to being identified through other means, will be considered a candidate for retention provided that said teacher obtains counseling or rehabilitation through the Employee Assistance Program and thereafter refrains from using illegal drugs and/or from the improper consumption of alcohol. However, the decision to retain the teacher rests solely within the discretion of USD 500.
- d. A teacher performing a safety sensitive function who is shown to have improperly consumed alcohol and/or drugs shall not be allowed to remain on duty in a safety sensitive position prior to the successful completion of rehabilitation through the Employee Assistance Program.

However, as part of rehabilitation or counseling, the Superintendent or his/her designee may, in his or her discretion, allow a teacher to return to duty in a safety sensitive position if it is determined that this action would not pose a danger to public health or safety or the safety of students and other employees.

- e. The laboratory testing under this policy is a series of tests which are highly accurate and reliable, and that, as an added safeguard, laboratory results are reviewed by the Medical Review Officer. Positive test results verified by the Medical Review Officer may only be disclosed to the teacher, the appropriate EAP administrator, the appropriate management officials necessary to process an adverse action against the teacher, or a court of law or administrative tribunal in any adverse Human Resources action. All medical and rehabilitation records in an EAP will be deemed confidential “patient” records and may not be disclosed without the prior written consent of the patient, an authorizing court order, or otherwise as permitted, or required by State and Federal law.

6. Effect of Positive Results; Refusals

- a. Alcohol: Safety-sensitive. A teacher performing a safety sensitive function found to have a blood-alcohol concentration of .04% or more (or its equivalent as determined by a diagnostic tests such as a breathalyzer) while on USD 500 property or while on USD 500 business, shall receive a thirty (30) day suspension without pay on the first offense and shall be required to participate in the Employee Assistance Program. In addition, the teacher shall be placed on probation for twelve (12) months and shall be subject to random drug and alcohol testing for that period. If the teacher violates any rules set forth in this policy during the probationary period, he or she shall be discharged.

Alcohol: Non Safety-sensitive. A teacher tested in accordance with the terms of this agreement performing a non safety-sensitive function found to have a blood-alcohol concentration of .04% or more (or its equivalent as determined by a diagnostic tests such as a breathalyzer) while on USD 500 property or while on USD 500 business, shall receive up to a ten (10) day suspension without pay on the first offense and shall be required to participate in the Employee Assistance Program. In addition, the teacher shall be placed on probation for twelve (12) months and shall be subject to random drug and alcohol testing for that period. If the teacher violates any rules set forth in this policy during the probationary period, he or she shall be discharged.

- b. Marijuana: Safety-sensitive: A teacher performing a safety sensitive function found to have a detectable concentration of marijuana (or its metabolites) [above 50 nanograms] in his or her system, shall receive a thirty (30) day suspension without pay on the first offense and shall be required to participate in the Employee Assistance Program. In addition, the teacher shall be placed on probation for twelve (12) months and shall be subject to random drug and alcohol testing for that period. If the teacher violates any rules set forth in this policy during the probationary period, he or she shall be discharged.

Marijuana: Non Safety-sensitive: A teacher tested in accordance with the terms of this agreement performing a non safety-sensitive function found to have a detectable concentration of marijuana (or its metabolites) [above 50 nanograms] in his or her system, shall receive a ten (10) day suspension without pay on the first offense and shall be required to participate in the Employee Assistance Program. In addition, the teacher shall be placed on probation for twelve (12) months and shall be subject to random drug and alcohol testing for that period. If the teacher violates any rules set forth in this policy during the probationary period, he or she shall be discharged.

- c. Drugs other than Marijuana or Alcohol: Safety-sensitive. A teacher performing a safety sensitive function found to have a detectable concentration of any drug other than marijuana or alcohol in his or her system, including, but not limited to, heroin, cocaine, morphine, phencyclidine (PCP), amphetamines, barbiturates, or hallucinogens (or metabolites of any such

drugs), shall receive a thirty (30) day suspension without pay on the first offense and shall be required to participate in the Employee Assistant Program. In addition, the teacher shall be placed on probation for twelve (12) months and be subject to random drug and alcohol testing for that period. If the teacher violates any rules set forth in this policy during the probationary period, he or she shall be discharged.

Drugs other than Marijuana or Alcohol: Non Safety-sensitive. A teacher tested in accordance with the terms of this agreement performing a non safety-sensitive function found to have a detectable concentration of any drug other than marijuana or alcohol in his or her system, including, but not limited to, heroin, cocaine, morphine, phencyclidine (PCP), amphetamines, barbiturates, or hallucinogens (or metabolites of any such drugs), shall receive a ten (10) day suspension without pay on the first offense and shall be required to participate in the Employee Assistant Program. In addition, the teacher shall be placed on probation for twelve (12) months and be subject to random drug and alcohol testing for that period. If the teacher violates any rules set forth in this policy during the probationary period, he or she shall be discharged.

- d. A teacher tested in accordance with the terms of this agreement, who has been previously identified as having improperly consumed alcohol or drugs, who within a two-year period thereafter fails to refrain from using illegal drugs, shall be immediately terminated upon the discovery thereof.
- e. The results of a drug test and information developed by USD 500 in the course of the testing of teachers tested in accordance with the terms of this agreement may be considered in processing adverse Human Resources actions against said teachers and may be used for other administrative purposes. However, preliminary test results may not be used in an administrative proceeding unless they are confirmed by a second analysis of the same sample or unless the teacher confirms the accuracy of the initial test by admitting the use of illegal drugs.
- f. Refusal to obtain counseling or to participate in a rehabilitation program shall be sufficient grounds for immediate termination. Refusal by any teacher to consent to testing permitted in accordance with the terms of this agreement shall provide sufficient grounds for termination.
- g. Any action to discipline a teacher tested in accordance with the terms of this agreement, who is using illegal drugs shall be taken in compliance with otherwise applicable procedures including termination, if appropriate.
- h. The disciplinary steps set forth in other USD 500 policies which provide for progressive discipline do not apply to violations of this policy. The suspension policy also does not apply to violations of this policy. This discipline to be imposed for violations of this drug and alcohol policy shall be governed solely by the provisions set forth herein.

7. Testing Procedures:

- a. The procedure for the collection and submission of urine samples shall be determined by the Medical Review Officer of the certified laboratory and testing facility administering the test, except that such procedure must be in substantial compliance with that set forth in 49 C.F.R. Part 40. Such procedures will be periodically reviewed by USD 500 to ensure accuracy, fairness, and adherence to the principles and mandates set forth herein. Specific attention during such reviews shall be devoted to the integrity of specimen chain-of-custody and teacher privacy.
- b. If an initial screening test indicates positive drug findings, in every case, a confirmatory test, using gas chromatography/mass spectrometry, will be conducted.

8. Confidentiality

Except as provided herein, no test result or other information from an anti- drug program may be released.

- a. The laboratory may disclose laboratory test results only to the Medical Review Officer or the staff of the Medical Review Officer. Any positive result which the Medical Review Officer justifies by acceptable and appropriate medical or scientific documentation to account for the result as other than the intentional ingestion of an illegal drug will be treated as a negative test result and may not be released for purposes of identifying illegal drug use. Test results will be protected under the provisions of state and federal Privacy Acts including, but not limited to 5 U.S.C. § 522a, *et seq.*, and may not be released in violation of either Act. The Medical Review Officer may maintain only those records necessary for compliance with this order. Any records of the Medical Review Officer, including drug test results, may be released to any management official for purposes of auditing the activities of the Medical Review Officer, except that the disclosure of the results of any audit may not include personal identifying information on any teacher.
- b. The results of a drug test of a USD 500 teacher may not be disclosed without the prior written consent of such teacher, unless the disclosure would be --

To the Medical Review Officer;

To the EAP Administrator in which the teacher is receiving counseling or treatment or is otherwise participating;

To any supervisory or management official within USD 500 to take adverse Human Resources action against such teacher; or Pursuant to the order of a court of competent jurisdiction or where required by the United States Government or the State of Kansas to defend against any challenge against any adverse Human Resources action.

- c. For purposes of this Section, “management official” includes any management, government, security or Human Resources official whose duties necessitate review of the test results in order to process adverse Human Resources action against the teacher. In addition, test results with all identifying information removed shall also be made available to USD 500 Human Resources, including the Drug Testing Program Coordinator, for data collection and other activities necessary to comply with appropriate federal and state statutes.
- d. Any teacher who is the subject of a drug test shall, upon written request, have access to any records relating to --

Such teachers’ drug test; and

The results of any relevant certification, review, or revocation-of-certification proceedings.

- e. Except as authorized by law, an applicant who is the subject of a drug test, however, shall be entitled to this information.

APPENDIX

Documents included in the Appendix are provided for ease of reference only and are not to be considered part of the Agreement.

2023-24 School Calendar	Appendix A
Intensive Assistance Form	Appendix B
Class Chart.....	Appendix C
Supplemental Job Descriptions	Appendix D – can be found on the electronic copy on the district website
Board Policies.....	Appendix E
GARH	Appendix E
GARID.....	Appendix E
GAOE	Appendix E
GARI.....	Appendix E
GARIF	Appendix E
GAHB	Appendix E



District Calendar

2023

2024

July 4: Holiday - Administrative Offices Closed

August 2-4: New Teachers Report
August 7: All Staff Report -
0.5 Inservice/0.5 Classroom Prep
August 8-9: Inservice
August 10: 0.5 Convocation -
Administrative Offices Closed;
0.5 Inservice/SPED Kick-Off
0.5 Inservice/0.5 Classroom Prep
August 11:
August 14-15: Family Advocacy
August 16: First Day for Grades K-5, 6, and 9
August 17: All Students Return

September 4: Holiday - No School
and Administrative Offices Closed

October 12: End of 1st Quarter
October 13: 0.5 Inservice/0.5 Records -
No School for Students
October 25: FA Night After School
HS: 1-6 p.m., MS: 1:30-6:30 p.m.,
Elementary: 2:30-7:30 p.m.
October 26: FA Day - All Schools 9:30 a.m. -
5:30 p.m. - No School For Students
October 27: Teacher Non-Duty Day -
No School

November 20-24: Fall Break - No School
November 22-24: Administrative Offices Closed

December 14-19: High School Finals
December 18-19: Early Release K-12 (2 hours
Standards-based feedback)
December 19: End of 2nd Quarter
December 20: 0.5 Inservice/0.5 Records -
No School for Students
December 21 - January 2: Winter Break -
No School
December 22 - January 1: Administrative
Offices Closed

JULY						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	R	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
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26	27	28	29	30		

DECEMBER						
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24	25	26	27	28	29	30
31						

JANUARY						
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27	28	29	30	31		

FEBRUARY						
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25	26	27	28	29		

MARCH						
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31						

APRIL						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January 3: 0.5 Inservice/0.5 Classroom Prep -
No School for Students
January 4: Students Return from Winter Break
January 15: Holiday - No School -
Administrative Offices Closed

February 15: FA Night After School
HS: 3-6 p.m., MS: 3:30-6:30 p.m.,
Elementary: 4:30-7:30 p.m.

February 16: FA Day - All Schools 9:30 a.m. -
5:30 p.m. - No School for Students

February 19: Holiday - No School -
Administrative Offices Closed

March 7: End of 3rd Quarter
March 8: 0.5 Inservice/0.5 Records Day -
No School for Students

March 11-15: Spring Break - No School

April 19: Teacher Non-Duty Day - No School

May 1: Kindergarten Roundup
May 16: Seniors' Last Day
May 20-23: High School Finals
May 22-23: Early Release K-12
(2 hours Standards-based feedback)
May 23: End of 4th Quarter -
Last Day for Students
May 24: 0.5 Inservice/0.5 Records - Last Day
for Teachers
May 27: Holiday - Administrative Offices Closed
May 28-31: Make Up Snow Days - If Needed
June 19: Holiday - Administrative Offices Closed

**White Text in Black =
No School for Students**

**Gray = Inservices/
Report Dates**

▽ = Kindergarten Roundup
X = Administrative Offices Closed

○ = Early Release Day
○ = First Day of School
☆ = Last Day of School
◇ = End of Quarter
△ = Family Advocacy



District Calendar

2024

2025

July 4: Holiday - Administrative Offices Closed
July 31 - August 2: New Teachers Report

August 5: All Staff Report -
0.5 Inservice/0.5 Classroom Prep
August 5-9: Inservice
August 8: 0.5 Convocation -
Administrative Offices Closed;
0.5 Inservice/SPED Kick-Off
August 12-13: Family Advocacy
August 14: First Day of School (Grades K-5,
6 and 9)
August 15: All Students Return

Sept. 2: Holiday - No School
and Administrative Offices Closed

October 10: End of 1st Quarter
October 11: 0.5 Inservice/0.5 Records -
No School for Students
October 23: Family Advocacy Night
October 24: Family Advocacy Day -
No School for Students
October 25: Teacher Non-Duty Day -
No School for Students

November 25-29: Fall Break - No School
November 27-29: Administrative Offices Closed

December 16-19: High School Finals
December 18-19: Early Release Day - 2 Hours
Standards Based Feedback/
End of 2nd Quarter
December 20: 0.5 Inservice/0.5 Records -
No School for Students

December 23 - January 3: Winter Break -
No School
December 23 - January 1: Administrative
Offices Closed

JULY						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 6: 0.5 inservice / 0.5 classroom prep
January 7: Students Return from Winter Break
January 20: Holiday - No School -
Administrative Offices Closed

February 14: Family Advocacy Day -
No School for Students
February 17: Holiday - No School -
Administrative Offices Closed

March 13: End of 3rd Quarter
March 14: 0.5 Inservice/0.5 Records Day -
No School for Students
March 17-21: Spring Break - No School

April 18: 0.5 Family Advocacy/0.5 Teacher Prep -
No School for Students
April 30: Kindergarten Kickoff

May 15: Seniors' Last Day
May 19-22: High School Finals
May 21-22: Early Release -2 Hours Standards Based
Feedback/End of 4th Quarter/Last Day
for Students
May 23: 0.5 Inservice/0.5 Records - Last Day
for Teachers
May 26: Holiday - Administrative Offices Closed
May 27-30: Make Up Snow Days - If Needed

June 19: Holiday - Administrative Offices Closed

**White Text in Black =
No School for Students**

**Gray = Inservices/
Report Dates**

— = Early Release Day
○ = First Day of School
★ = Last Day of School
◇ = End of Quarter
△ = Family Advocacy

✕ = Administrative Offices Closed

Appendix B

KCKPS Intensive Assistance Process

Purpose: The intensive assistance process will be an effort to help the teacher raise his/her teaching performance. This is a component of the evaluation process which will be implemented following placement on Intensive Assistance.

Definitions:

- Teaching Performance: Performance of teaching duties as evaluated using the district adopted evaluation tool
- Warning Status: notice that a teacher will be placed on the Intensive Assistance Process in order to improve teaching performance, which may be terminal if improvement is insufficient.
- Intensive Assistance Process: The process of intense support, feedback and observation provided if a teacher is placed on Intensive Assistance.
- Directed Growth Plan: The plan for improvement that includes all goals that must be addressed by the teacher in order to be removed from Intensive Assistance.
- Cycle of Assistance: A single phase of the Directed Growth Plan that includes no more than two(2) of the required goals
- Goal: A single element identified using the district adopted evaluation tool.
- Non-evaluative Observation: An observation that is not used in the Summative Evaluation. They are intended to provide feedback and reflection opportunities for the teacher.
- Evaluative Observation: Observation by the evaluators which will serve as the basis for evaluation.
- Pre-Observation Conference: A discussion of specifically how the teacher has prepared to implement the goal within his/her lessons.
- Post-Observation Conference: A face to face conference in which the observer provides feedback and helps the teacher reflect on the observed lesson. It includes a summary of progress towards completion of the Directed Growth Plan.
- Summative Evaluation Conference: A final conference in which the evaluators share the written results of the evaluation based on all of the previous observations.
- Evidence Based Portfolio: A portfolio that shows evidences/artifacts demonstrating the teacher's progress on the goals
- Days: A teacher's duty days per the applicable District calendar
- Resource Teacher(s): A certified staff member either assigned by the evaluator or requested by the teacher to provide coaching.
- Satisfactory progress: The standard defined in Step 1: Directed Growth Plan Development which is demonstrated by teacher and evaluator evidence.

Notice of Placement on Intensive Assistance

- Teacher is presented with notice of the goals that will comprise the Directed Growth Plan.
- 1-3 goals may be set for the Directed Growth Plan.

Intensive Assistance Support Team

Principal or evaluator(if different): evaluative

Central Office Administrator: evaluative

Principal selected resource teacher: non-evaluative

Teacher selected resource teacher: non-evaluative (optional at teacher's discretion)

Step 1: Directed Growth Plan Development

- The evaluators meet with the teacher to explain the Intensive Assistance Process and provide an overview of the Directed Growth Plan. They will create a 30-90 day Cycle of Assistance in which they set goals and timelines, identify evidence of growth required to show satisfactory progress, determine potential professional development activities and identify resources and supports.
- The Directed Growth Plan may consist of 1-3 elements for the year.
- The Directed Growth Plan will be recorded in i-Observation as the teacher's Professional Growth Plan.
- 1-2 elements may be designated for a 30 day Cycle of Assistance.
- The timeline will include:
 - Length and number of Cycles of Assistance (which may be adjusted during the process)
 - When professional development activities will happen
 - Who will provide resources and what resources will be available

Step 2: Support Team Meeting

This is a conference between the entire Intensive Assistance Support Team to walk-through the action plan to ensure common understanding of goals, plan and expected evidence. The discussion may include setting times for coaching to occur.

Step 3: Observation Cycle

- Non-evaluative: Minimum of 3 per 30 days by the identified resource teacher(s). Use the in: Peer Observation form in iObservation. Feedback is not to be shared except by the teacher.
- Evaluative: Minimum of 2 every 30 days. Use the Observation form in iObservation. Mark it Formal/Evaluative.
- The teacher will complete a structured pre-conference observation form in iObservation.
- A pre-observation conference shall be held before the first observation of a cycle.
- The first observation of the cycle shall be scheduled between the teacher and evaluators.
- A post-observation conference shall be held following each observation.

Step 4: Summative Evaluation Conference

- Revisit and re-evaluate goals (see Step 1)
- Review observation data
- Review Evidence Based Portfolio
- As appropriate, create/extend the Cycle of Assistance**
- Teacher has 14 calendar days to respond in writing.

**. If the teacher has not made satisfactory progress on an identified element, the Cycle of Assistance will be extended. If the teacher has made satisfactory progress or has already had

one extension, a new Cycle of Assistance may be created for any remaining goals in the Directed Growth Plan.

At the end of the Directed Growth Plan, if the teacher has made satisfactory progress on the identified elements, he/she will be released from Intensive Assistance. If the teacher has not made satisfactory progress, he/she may be required to continue Intensive Assistance the next school year or may be recommended for nonrenewal.

This process may continue through April 1 at which time the teacher must demonstrate satisfactory progress on the identified elements in order to be released from Intensive Assistance. If the teacher has not made satisfactory progress he/she may be required to continue Intensive Assistance the next school year or may be recommended for nonrenewal.

Miscellaneous Provisions:

- The teacher will be evaluated by a Building/Content based administrator and a District Level Administrator.
- The teacher will be assigned a resource teacher and may select another teacher to serve as a resource teacher as well.
- Elements may be removed from the Directed Growth Plan after the Step 1: Directed Growth Plan meeting, but may not be added.

Appendix C- Class Chart

CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII	CLASS VIII	CLASS IX	CLASS X
Baccalaureate Degree	Baccalaureate Degree + 15 college credit hours	Baccalaureate Degree + 30 college credit hours (18 must be graduate credit hours)	Masters Degree	Masters Degree + 15 graduate credit hours	Masters Degree + 30 graduate credit hours	Masters Degree + 45 graduate credit hours	Masters Degree + 60 graduate credit hours	Earned Specialist Degree	Doctorate Degree
	or	or		or	or	or	or		
	Baccalaureate Degree + At least 8 graduate credit hours + Up to 140 IPD points = 15 graduate credit hours	Baccalaureate Degree + At least 16 graduate credit hours + Up to 280 IPD points = 30 graduate credit hours		Masters Degree + At least 8 graduate credit hours + Up to 140 IPD Points = 15 graduate credit hours	Masters Degree + At least 16 graduate credit hours + Up to 280 IPD Points = 30 graduate credit hours	Masters Degree + At least 24 graduate credit hours + Up to 420 IPD Points = 45 graduate credit hours	Masters Degree + At least 32 graduate credit hours + Up to 560 IPD Points = 60 graduate credit hours		
				or	or	or	or		
				Masters Degree + 45 college credit hours beyond baccalaureate degree	Masters Degree + 60 college credit hours beyond baccalaureate degree	Masters Degree + 75 college credit hours beyond baccalaureate degree	Masters Degree + 90 college credit hours beyond baccalaureate degree		
					or	or	or		
					Masters Degree + At least 32 college credit hours beyond baccalaureate degree + Up to 560 IPD Points = 60 college credit hours beyond baccalaureate degree	Masters Degree + At least 45 college credit hours beyond baccalaureate degree + Up to 600 IPD Points = 75 college credit hours beyond baccalaureate degree	Masters Degree + At least 60 college credit hours beyond baccalaureate degree + Up to 600 IPD Points = 90 college credit hours beyond baccalaureate degree		

KCKPS

Appendix D

Supplemental Job Descriptions

12-11-2020

Table of Contents

HIGH SCHOOL SPORTS/ACTIVITIES

Tier One Sports

Basketball Assistant Coach	Pg. 7
Basketball Head Coach.....	Pg. 11
Cheerleading Assistant Coach	Pg. 14
Cheerleading Head Coach.....	Pg. 17
Football Assistant Coach	Pg. 20
Football Head Coach	Pg. 23
Soccer Assistant Coach	Pg. 26
Soccer Head Coach	Pg. 31
Track Assistant Coach	Pg. 35
Track Head Coach	Pg. 38
Wrestling Assistant Coach	Pg. 38
Wrestling Head Coach	Pg. 41

Tier Two Sports

Baseball Assistant Coach	Pg. 45
Baseball Head Coach.....	Pg. 48
Softball Assistant Coach	Pg. 51
Softball Head Coach	Pg. 56
Volleyball Assistant Coach	Pg. 57
Volleyball Head Coach	Pg. 60

Tier Three Sports

Bowling Assistant Coach	Pg. 64
Bowling Head Coach	Pg. 67
Cross Country Assistant Coach	Pg. 70
Cross Country Head Coach	Pg. 73
Golf Assistant Coach	Pg. 76

Supplemental Job Descriptions
APPENDIX D

Golf Head Coach	Pg. 79
Swimming Assistant Coach	Pg. 82
Swimming Head Coach	Pg. 85
Tennis Assistant Coach	Pg. 88
Tennis Head Coach	Pg. 91

Tier One Activities

Debate Assistant Coach	Pg. 95
Debate Head Coach	Pg. 97
Drama.....	Pg. 99
Forensics Assistant Coach	Pg. 102
Forensics Head Coach	Pg. 104
Marching Band Assistant Coach	Pg. 106
Marching Band Head Coach	Pg. 110

Tier Two Activities

Newspaper Sponsor	Pg. 115
Orchestra	Pg. 117
Robotics Assistant Sponsor	Pg. 121
Robotics Head Sponsor	Pg. 123
STUCO	Pg. 125
Vocal Music	Pg. 128
Yearbook	Pg. 131

Tier Three Activities

Drill Team	Pg. 134
Jazz Band	Pg. 136
Pep Band	Pg. 140
Scholars Bowl	Pg. 144
Special Olympics Assistant Coach	Pg. 146
Special Olympics Head Coach	Pg. 149

Tier 4 Activities

Intramural Sports	Pg. 153
Pep Club	Pg. 156

Tier 5 Activities

Class Sponsor	Pg. 159
Louder than a Bomb	Pg. 161
National Honor Society	Pg. 163
Principal's Choice	Pg. 165
SIT Team Representative	Pg. 167
Teacher of Tomorrow	Pg. 169
Textbook Liaison	Pg. 171

Other

Cafeteria Supervision	Pg. 174
College Career Coordinator	Pg. 176
IDP Representative	Pg. 179

MIDDLE SCHOOL SPORTS/ACTIVITIES

Tier One Sports

Basketball Assistant Coach	Pg. 182
Basketball Head Coach	Pg. 185
Cheerleading Head Coach	Pg. 188
Football Assistant Coach	Pg. 191
Football Head Coach	Pg. 194
Soccer Assistant Coach	Pg. 197
Soccer Head Coach	Pg. 200
Track Assistant Coach.....	Pg. 203
Track Head Coach	Pg. 206

Tier Two Sports

Volleyball Head Coach	Pg. 210
-----------------------------	---------

Supplemental Job Descriptions
APPENDIX D

Volleyball Assistant Coach	Pg. 223
Wrestling Assistant Coach	Pg. 216
Wrestling Head Coach	Pg. 218

Tier Three Sports

Cross Country	Pg. 223
---------------------	---------

Tier One Activities

Band	Pg. 227
Debate	Pg. 231
Orchestra	Pg. 233
Vocal Music.....	Pg. 237

Tier Two Activities

Drama	Pg. 242
Newspaper	Pg. 245
Robotics	Pg. 250
STUCO	Pg. 252
Yearbook	Pg. 255

Tier Three Activities

Drill Team	Pg. 259
Intramural Sports	Pg. 262
Pep Club	Pg. 265

Tier Four Activities

Louder than a Bomb	Pg. 269
National Junior Honor Society	Pg. 271
Principal's Choice	Pg. 274
SIT Team Representative	Pg. 277
Textbook Liaison	Pg. 279

Other

Cafeteria Supervision	Pg. 282
-----------------------------	---------

IDP Representative	Pg. 284
--------------------------	---------

ELEMENTRAY SCHOOL SPORTS/ACTIVITIES

Cafeteria Supervision	Pg. 288
IDP Representative	Pg. 290
Music	Pg. 291
Principal's Choice	Pg. 296
SIT Team Representative	Pg.298
Student Council	Pg. 300

HIGH SCHOOL

Tier One Sports

TITLE: High School Basketball Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.

Supplemental Job Descriptions
APPENDIX D

- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches’ meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants’ accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director and Building Administrator

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Kansas City, Kansas Public Schools is an Equal Opportunity Employer. KCKPS does not discriminate on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.

SIGNATURES: This job description has been approved by all levels of management:

Supplemental Job Descriptions
APPENDIX D

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Basketball Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Kansas City, Kansas Public Schools is an Equal Opportunity Employer. KCKPS does not discriminate on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.

This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Cheerleading Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Cheerleader Head Coach

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Assistant Football Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Football Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

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WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Soccer Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Soccer Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

Supplemental Job Descriptions
APPENDIX D

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Track Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Track Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Wrestling Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

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WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Wrestling Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

HIGH SCHOOL

Tier Two Sports

TITLE: High School Baseball Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Baseball Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date ____

TITLE: High School Softball Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Softball Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Volleyball Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Volleyball Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

HIGH SCHOOL

Tier Three Sports

TITLE: High School Bowling Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Bowling Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date ____

TITLE: High School Cross-Country Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Cross Country Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Golf Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Golf Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

Supplemental Job Descriptions
APPENDIX D

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Swimming Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Swimming Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

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WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Tennis Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

Supplemental Job Descriptions
APPENDIX D

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

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WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Tennis Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Kansas City, Kansas Public Schools is an Equal Opportunity Employer. KCKPS does not discriminate on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.

This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

HIGH SCHOOL

Tier One Activities

TITLE: High School Assistant Debate Coach

LOCATION: TBD

JOB GOAL: Responsible for all levels of Debate rules and guidelines on behalf of the school district.

ESSENTIAL FUNCTIONS:

The Debate team competes at tournaments against other schools throughout Kansas and the Midwest region. Students compete and are taught effective Debate techniques throughout the season. Assist the Coach to carry out the practices, rules, guidelines, and policies associated with the sport, Kansas City Kansas Public Schools' Board, and other agencies as determined by the KCKPS administrators.

QUALIFICATIONS:

- Certified teacher or previous coaching in debate, speech or similar area in K-12, or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Coach the team as scheduled by the principal or designated administrators.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Debate Head Coach

LOCATION: TBD

JOB GOAL: Responsible for all levels of Debate rules and guidelines on behalf of the school district.

ESSENTIAL FUNCTIONS:

The Debate team competes at tournaments against other schools throughout Kansas and the Midwest region. Students compete and are taught effective Debate techniques throughout the season.

QUALIFICATIONS:

- Certified teacher or previous coaching in debate, speech or similar area in K-12, or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Coach the team as scheduled by the principal or designated administrators.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

Supplemental Job Descriptions
APPENDIX D

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: HIGH SCHOOL DRAMA TEACHER

LOCATION: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able, and responsible member of society. To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals, and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.
- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.

Supplemental Job Descriptions
APPENDIX D

- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility, and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room in order to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- **Kansas teaching certificate in area of instructional responsibility in Speech/Theater or Drama or eligible for Alternative Certified License.**
- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education, and the Kansas State Department of Education.
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION:

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students.

Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.

Completes accident/incident reports for students/staff.

Compiles data for statistical purposes.

Maintains confidentiality regarding educational records.

ORGANIZATION:

Maintains a daily log of school/staff visits and documentation.

Maintains the daily environment of the health office facility and supplies.

Utilizes existing technology effectively in the performance of duties.

Performs other work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

Supplemental Job Descriptions
APPENDIX D

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days for returning teachers, 189 days for new teachers to the district

SALARY: Based on KCKPS Certified Salary Schedule

REPORT TO: Principal

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Assistant Coach- Forensics

LOCATION: TBD

JOB GOAL:

The Forensics Assistant Coach is responsible to recruit and train students for Forensics competition.

ESSENTIAL FUNCTIONS:

- Assist in the recruiting and supervising of the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district.
- Assist in the organizing, supervising, and conducts fundraising and sponsorship activities as required to support the Forensics team.
- Assist in the monitoring of student coverage of all events associated with the Forensics team within the school district or at external functions.
- Maintains accurate records associated with the Forensics team.
- Performs other duties as assigned by head coach, principal, or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Forensics or similar area in K-12 or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and Field Trips/meets.
- Coach the team as scheduled by the Building principal.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Head Coach- Forensics

LOCATION: TBD

JOB GOAL:

The Forensics Coach is responsible to recruit and train students for Forensics competition.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the Forensics team.
- Monitors student coverage of all events associated with the Forensics team within the school district or at external functions.
- Maintains accurate records associated with the Forensics team.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Forensics or similar area in K-12.or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

Supplemental Job Descriptions
APPENDIX D

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Assistant Coach for Marching Band, Jazz, or Pep Band)

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able, and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- To maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives, and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- To provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods, and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe, and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents, and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.
- If teaching a foreign language, proficiency in oral and written communication in that language.

Supplemental Job Descriptions
APPENDIX D

- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility, and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education, and the Kansas State Department of Education.
- ***K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental or alternative license.***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION: Maintains a daily log of school/staff visits and documentation. Maintains the daily environment of the health office facility and supplies. Utilizes existing technology effectively in the performance of duties. Performs other related work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supplemental Job Descriptions
APPENDIX D

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and talk or hear. The employee must occasionally lift and/or move equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days for returning teachers, 189 days for new teachers to the district.

SALARY: Based on KCKPS Certified Salary Schedule

REPORT TO: Principal

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Supplemental Job Descriptions
APPENDIX D

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

High School Band Teacher (for Jazz, Pep Band, or Marching Band)

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives, and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe, and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals, and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents, and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.

Supplemental Job Descriptions
APPENDIX D

- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility, and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education, and the Kansas State Department of Education.
- ***K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental, or alternative license.***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication

with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION: Maintains a daily log of school/staff visits and documentation. Maintains the daily environment of the health office facility and supplies. Utilizes existing technology effectively in the performance of duties. Performs other related work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supplemental Job Descriptions
APPENDIX D

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days for returning teachers, 189 days for new teachers to the district.

SALARY: Based on KCKPS Certified Salary Schedule

REPORT TO: Principal

Signatures

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This job description has been approved by all levels of management:

Supplemental Job Descriptions
APPENDIX D

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

HIGH SCHOOL

Tier Two Activities

TITLE: High School Newspaper Sponsor

LOCATION: TBD

JOB GOAL:

The Newspaper Sponsor promotes students to participate in writing and publishing the school newspaper. The Sponsor will supervise the production of the newspaper and will work closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district when writing and publishing the school newspaper.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the student newspaper.
- Monitors student coverage of all events associated with the school newspaper whether within the school district or at external functions.
- Maintains accurate records associated with the school newspaper.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Newspaper/Journalism or similar area in K-12, or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Advisor/Sponsor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Orchestra Teacher

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills, and behaviors that contribute to the development of mature, able, and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives, and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods, and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe, and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.

Supplemental Job Descriptions
APPENDIX D

- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility, and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room in order to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

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

K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental or alternative license.

Kansas teaching certificate in area of instructional responsibility

English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION: Maintains a daily log of school/staff visits and documentation. Maintains the daily environment of the health office facility and supplies. Utilizes existing technology effectively in the performance of duties. Performs other related work as required.

Supplemental Job Descriptions
APPENDIX D

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days

SALARY: Based on KCKPS Salary Schedule

REPORT TO: Principal

Evaluation: Performance will be evaluated in accordance with the KCKPS Board of Education policy.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Supplemental Job Descriptions
APPENDIX D

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Assistant Coach- Robotics

LOCATION: TBD

JOB GOAL:

The Robotics Assistant Coach is responsible to recruit and train students for competition.

ESSENTIAL FUNCTIONS:

- Assist in the recruiting and supervising of the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district.
- Assist in the organizing, supervising, and conducts fundraising and sponsorship activities as required to support the team.
- Assist in the monitoring of student coverage of all events associated with the Forensics team within the school district or at external functions.
- Maintains accurate records associated with the robotics team.
- Performs other duties as assigned by head coach, principal, or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Forensics or similar area in K-12, or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and Field Trips/meets.
- Coach the team as scheduled by the Building principal.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Robotics Head Sponsor

LOCATION: TBD

JOB GOAL:

The robotics team Head Coach is responsible to recruit and train students for robotics competition.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district.
- Organizes, supervises, and conducts fundraising and sponsorship activities as required to support the robotics team.
- Monitors student coverage of all events associated with the robotics team within the school district or at external functions.
- Maintains accurate records associated with the robotics team.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in robotics or similar area in K-12, or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Supplemental Job Descriptions
APPENDIX D

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

TITLE: High School Student Council – STUCO Advisor/Sponsor

LOCATION: TBD

JOB GOAL:

The role of the Student Council (STUCO) Advisor/Sponsor is to provide direction, counsel and guidance in the supervision of extracurricular activities hosted by the Student Council. They should be able to administer and implement school policies and procedures in a manner which protects the welfare of students. Advisor works closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the student council sponsored activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support assigned student council activities.
- Monitors student coverage of all events associated with student council activities whether within the school district or at external functions.
- Maintains accurate records associated with student council activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous student council advisor/sponsor experience or similar area in K-12, or alternative license.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Advise/Coach the organization participants as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible

Supplemental Job Descriptions
APPENDIX D

for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Supplemental Job Descriptions
APPENDIX D

Employee _____ Date _____

TITLE: High School Vocal Music

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.
- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.

Supplemental Job Descriptions
APPENDIX D

- For both choral and instrumental music teachers, excellent hearing and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education, and the Kansas State Department of Education.
- ***K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental, or alternative license***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION

Maintains a daily log of school/staff visits and documentation.
Maintains the daily environment of the health office facility and supplies.
Utilizes existing technology effectively in the performance of duties.
Performs other related work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supplemental Job Descriptions
APPENDIX D

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move up equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days

SALARY: Salary based on KCKPS Certified Salary Schedule

REPORT TO: Principal

EVALUATION: Performance of this position will be evaluated in accordance with Board of Education policy

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Yearbook Advisor

LOCATION: TBD

JOB GOAL:

The Yearbook Sponsor/Advisor's primary goal is to organize and supervise the process of producing the school's yearbook in which the students and staff can take pride. The advisor will work with the school administration, various school organizations, classes, students, and volunteers to create a yearbook that is inclusive of the school's student population. The school yearbook advisor is responsible for supervising all aspects of the yearbook production including layout and design; copy; photography; publicity; sales; and distribution.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students to plan, organize and produce the yearbook.
- Provides for the safety of students, facilities, and equipment while conducting all yearbook activities.
- Organizes supervises and conducts fundraising, and sponsorship activities as required to support the yearbook.
- Works with the publisher to create a budget, deadlines, production schedule, and payment options.
- Ensures that all publication deadlines are met so that the yearbook is available for distribution at the scheduled date.
- Monitors student coverage of events.
- Coordinates the layout, copy, and contents of the yearbook.
- Edits and proofreads all articles and advertisements of the yearbook.
- Organizes and supervises the sale and distribution of the yearbook to students and staff.
- Maintains accurate financial records that identify all sources of revenues and expenditures associated with the publication, distribution, and sale of the yearbook.
- Performs other duties as assigned by the principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach the team as scheduled by the principal.
- Background in journalism and/or publication layout and design or similar experience preferred.
- Background in photography or similar experience preferred.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supplemental Job Descriptions
APPENDIX D

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signature:

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

HIGH SCHOOL

Tier Three Activities

TITLE: High School Drill Coach

LOCATION: TBD

JOB GOAL:

The Drill/Dance Coach is responsible to recruit and train students for the competition.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines. Follow the policies and procedures of the school district.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the drill/dance team.
- Monitors student coverage of all events associated with the drill/dance team within the school district or at external functions.
- Maintains accurate records associated with the drill/dance team.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in drill/dance or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Coach the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

Supplemental Job Descriptions
APPENDIX D

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

High School Band Teacher (for Jazz, Pep Band, or Marching Band)

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe, and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals, and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents, and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.

Supplemental Job Descriptions
APPENDIX D

- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room in order to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education, and the Kansas State Department of Education.
- ***K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental, or alternative license.***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION: Maintains a daily log of school/staff visits and documentation. Maintains the daily environment of the health office facility and supplies. Utilizes existing technology effectively in the performance of duties. Performs other related work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supplemental Job Descriptions
APPENDIX D

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and talk or hear. The employee must occasionally lift and/or move equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days for returning teachers, 189 days for new teachers to the district.

SALARY: Based on KCKPS Certified Salary Schedule

REPORT TO: Principal

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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Supplemental Job Descriptions
APPENDIX D

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

High School Band Teacher (for Jazz, Pep Band, or Marching Band)

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives, and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods, and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.

Supplemental Job Descriptions
APPENDIX D

- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room in order to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education.
- ***K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental, or alternative license.***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION: Maintains a daily log of school/staff visits and documentation. Maintains the daily environment of the health office facility and supplies. Utilizes existing technology effectively in the performance of duties. Performs other related work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Supplemental Job Descriptions
APPENDIX D

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and talk or hear. The employee must occasionally lift and/or move equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days for returning teachers, 189 days for new teachers to the district.

SALARY: Based on KCKPS Certified Salary Schedule

REPORT TO: Principal

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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Supplemental Job Descriptions
APPENDIX D

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Scholars Bowl Coach

Location: TBD

JOB GOAL:

The Scholars Bowl Coach/Advisor promotes Scholar and Honor activities among students while supervising events and working closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the Scholars Bowl club activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the club.
- Monitors student coverage of all events associated with Scholars Bowl activities whether within the school district or at external functions.
- Maintains accurate records associated with Scholars Bowl Club.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Scholars Bowl Club or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and Field Trips/meets.
- Coach/Sponsor/Advise the team as scheduled by the Building principal.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

Supplemental Job Descriptions
APPENDIX D

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Special Olympics Assistant Coach

JOB GOAL: Coaches and Assistant Coaches play a unique and indispensable role in Special Olympics Kansas. They provide the sports skills and spirit that define a true athlete and serve as role models and character builders. Coaches are asked to adhere to the [Code of Conduct – Coaches](#) which must be completed and submitted to Special Olympics Kansas.

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Special Olympics Kansas.
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and Special Olympics requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a Special Olympics pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the Special Olympics eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.

Supplemental Job Descriptions
APPENDIX D

- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of Special Olympics.
- Monitors student athlete academic eligibility for the purpose of complying with both the Special Olympics requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for any stated certification designated to serve in Special Olympics events.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director, Coach and Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Special Olympics Head Coach

JOB GOAL: Coaches and Assistant Coaches play a unique and indispensable role in Special Olympics Kansas. They provide the sports skills and spirit that define a true athlete and serve as role models and character builders. Coaches are asked to adhere to the [Code of Conduct – Coaches](#) which must be completed and submitted to Special Olympics Kansas.

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Special Olympics Kansas.
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and Special Olympics requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a Special Olympics pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the Special Olympics eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.

Supplemental Job Descriptions
APPENDIX D

- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of Special Olympics.
- Monitors student athlete academic eligibility for the purpose of complying with both the Special Olympics requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Special Olympics Kansas.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

HIGH SCHOOL

Tier Four Activities

TITLE: High School Intramural Club Sponsor

LOCATION: TBD

JOB GOAL:

The Intramural Coach/Sponsor promotes sportsmanship among students and supervises all intramural club activities while working closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the Intramural club activities.
- Organizes, supervises, and conducts fundraising and sponsorship activities as required to support the student organization.
- Monitors student coverage of all events associated with Intramural activities whether within the school district or at external functions.
- Maintains accurate records associated with the Intramural activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Intramural activities or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the student organization as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Supplemental Job Descriptions
APPENDIX D

TITLE: High School Pep Club Advisor/Sponsor

LOCATION: TBD

JOB GOAL:

The Pep Club Advisor/Sponsor is responsible to recruit and train students for the competition.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines. Follow the policies and procedures of the school district.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the Pep Club.
- Monitors student coverage of all events associated with the Pep Club team within the school district or at external functions.
- Maintains accurate records associated with the Pep Club team.

Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Pep Club or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

Supplemental Job Descriptions
APPENDIX D

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

HIGH SCHOOL

Tier Five Activities

TITLE: High School Class Sponsor

LOCATION: TBD

JOB GOAL:

The Class Sponsor promotes activities among students and provides support for assigned school events while working closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the class sponsored activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support assigned class activities.
- Monitors student coverage of all events associated with class sponsored activities whether within the school district or at external functions.
- Maintains accurate records associated with class sponsored activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in class sponsored or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Advise/Sponsor the student activities as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Advisor/Sponsor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Louder Than A Bomb

LOCATION: TBD

Supplemental Job Descriptions
APPENDIX D

JOB GOAL:

Louder than a Bomb is a competition allowing students to share stories and express themselves through slam poetry.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the poetry activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the club.
- Monitors student coverage of all events associated with poetry activities whether within the school district or at external functions.
- Maintains accurate records associated with poetry.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Successful completion of a criminal background check.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

Supplemental Job Descriptions
APPENDIX D

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: National Honor Society – High School

LOCATION: TBD

JOB GOAL:

The National Honor Society Sponsor's primary goal is to organize, coordinate, and carry out the guidelines to establish and maintain the National Honor Society. National Junior Honor Society is an academic/service organization where students must meet citizenship, academic, scholarship, service, leadership, and character requirements for membership.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the National Honor Society/National Honor Society Council.
- Organizes, supervises, and conducts fund-raising, and sponsorship activities as required to support the NHS.
- Monitors student coverage of all events associated with NHS whether within the school district or at external functions.
- Maintains accurate records associated with NHS.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Honor Societies or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and Field Trips/meets.
- Coach the team as scheduled by the Building principal.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

Supplemental Job Descriptions
APPENDIX D

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Principal's Choice

LOCATION: TBD

JOB GOAL:

The Principal's Choice sponsors and promotes specific building activities as designated by the administration of Kansas City, Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published for special activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to special activities.
- Monitors student coverage of all events associated with special activities whether within the school district or at external functions.
- Maintains accurate records associated with special activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor/advisor in activities in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the activities as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

Supplemental Job Descriptions
APPENDIX D

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School SIT Team Representative

LOCATION: TBD

JOB GOAL:

To serve on SIT teams to implement individualized plans, using data-based documentation of general education interventions and strategies that will promote student achievement and college readiness. SIT will work closely with other staff and the administration of Kansas City, Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Disseminate pertinent information to support the SIT process (i.e. Central Office communications, trainings, etc.) and support SIT team members.
- Maintain Communication with all SIT team members, grade level team members, collaborate with appropriate staff (Building Principal, Diploma+ Liaison, CCC, Counselor, etc.), inform and ensure communication with parent(s)/guardian(s) throughout the SIT Process.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Successful completion of a criminal background check.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Supplemental Job Descriptions
APPENDIX D

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Kansas City, Kansas Public Schools is an Equal Opportunity Employer. KCKPS does not discriminate on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Teachers of Tomorrow

LOCATION: TBD

JOB GOAL:

Advising Teachers of Tomorrow with career development, college advising and support, and develop experiences to tutor youth in K-12 to prepare for future teacher positions in education.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the future teachers training activities and events.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the club.
- Monitors student coverage of all events associated with future teachers' activities whether within the school district or at external functions.
- Maintains accurate records associated with future teachers.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Successful completion of a criminal background check.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School Textbook Liaison

LOCATION: TBD

JOB GOAL:

The Textbook Liaison is responsible for the review and recording of inventory for educational materials within the school building.

ESSENTIAL FUNCTIONS:

- Review the education materials within the assigned school building.
- Inventory and organize all school educational material in accordance with the building administrators' guidelines.
- Performs other duties as assigned by designated administrator.

QUALIFICATIONS:

- Certified teacher, classified employee, or KCKPS substitute employee in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

HIGH SCHOOL

OTHER

TITLE: Cafeteria Supervisor

LOCATION: TBD

JOB GOAL: The Cafeteria Supervisor supports the students at breakfast and/or lunch; enforcing responsible behavior in the lunchroom. To accomplish these tasks the Cafeteria Monitor works closely with the staff and administration.

ESSENTIAL FUNCTIONS:

- Ability to supervise lunch periods to ensure appropriate and responsible behavior
- Ability to ensure all activities are aligned to District guidelines.
- Ability to communicate and work effectively and cooperatively with members of the school community.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting additional duties.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

Supplemental Job Descriptions
APPENDIX D

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: College Career Coordinator

LOCATION: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society. To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ensures students are on track to fulfill the goal of being college and career ready
- Begins work with 9th grade students to create the vision and planning for a successful high school and post-secondary experience.
- Works with all students to ensure there is a plan to continue education or career after graduation
- Works with several internal and external entities to ensure students complete FAFSA and other college-funding forms as well as scholarship opportunities
- Coordinates with SLC college coordinators to ensure the college and career
- Ensures all students have applied to and planned for post-secondary learning
- Coordinate activities/field trips/college visits with College and Career Coordinators
- Serves as a point of contact for college recruitment, college classes and career experiences and as the Armed Forces liaison
- Coordinates college visits and college fairs
- Assist students in the college application process including letters of recommendation and essays
- Assist counselors with concurrent and dual enrollment
- Collaborates with counselors related to TEC enrollment and certification completion after graduation
- Promotes and assists with ACT registration
- Supervises students enrolled in college classes
- Provides guidance to students as they make college and career decisions
- Performs data collection for college process:
 - 9th graders on track and on time for 10th grade
 - 10th graders who have visited a college or had a workplace experience
 - 11th graders prepared to take a college course
 - 12th graders accepted to a postsecondary education
 - Number of college hours taken
 - Scholarship money awarded to students
 - Percent of students completing the FAFSA or scholarship forms
- Coordinates outside college support work with the school including:
 - KU Trio Program
 - Upward Bound
 - Talent Search
 - Gear Up
- Other duties as assigned by principal or principal's designee
- Ability to work a full duty day in the location or locations assigned.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe and generally conducive to learning.
- Actively participates in extra-curricular activities as requested by the principal.

Supplemental Job Descriptions
APPENDIX D

- Take attendance and keep attendance registers, according to Board policy.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education.
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement
- Good knowledge of content, curriculum, methods, materials and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to move around the room in order to effectively monitor student work and behavior.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and appropriate appearance.

COMMUNICATION: Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION: Maintains a daily log of school/staff visits and documentation. Maintains the daily environment of the health office facility and supplies. Utilizes existing technology effectively in the performance of duties. Performs other related work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days for returning teachers, 189 days for new teachers to the district.

SALARY: Based on KCKPS Certified Salary Schedule

REPORT TO: Principal

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: High School IDP Representative

LOCATION: TBD

JOB GOAL:

To assist the Professional Development program to ensure that all certified employees are licensed according to state rules and regulations.

ESSENTIAL FUNCTIONS:

- Provide help and support to teachers and principals and administrators regarding IDP points and activity eligibility.
- Serve as a support representative of the Individual Development Plan (IDP) to ensure certified staff are credited with the professional development/in-service points appropriately.
-

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

REPORT TO: Building Administrator

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

Signatures

Supplemental Job Descriptions
APPENDIX D

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

MIDDLE SCHOOL

Tier One Sports

TITLE: Middle School Basketball Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

SIGNATURES:

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Basketball Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.

Supplemental Job Descriptions
APPENDIX D

- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Kansas City, Kansas Public Schools is an Equal Opportunity Employer. KCKPS does not discriminate on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.

This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Cheerleader Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association for non-athletic sports.
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or previous sponsor/coach experience.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Assistant Football Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

Supplemental Job Descriptions
APPENDIX D

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.

Supplemental Job Descriptions
APPENDIX D

- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

Supplemental Job Descriptions
APPENDIX D

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Football Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Soccer Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Soccer Head Coach

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Assistant Track Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.

Supplemental Job Descriptions
APPENDIX D

- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Track Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.

Supplemental Job Descriptions
APPENDIX D

- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

MIDDLE SCHOOL

Tier Two Sports

TITLE: Middle School Volleyball Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.

- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

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WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Volleyball Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.

Supplemental Job Descriptions
APPENDIX D

- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Wrestling Assistant Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

ESSENTIAL FUNCTIONS:

- Assist in enforcing all rules of the Kansas State High School Activities Association
- Assist in supervising student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Assist in maintaining a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Communicate and support requirements that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Assist in implementing practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Assist in supervising practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Assist in organizing a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform Head Coach of equipment needs to maintain safety and performance of student athletes.
- Assist in maintaining records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches' meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Assist in conducting team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Assists in evaluating facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.

Supplemental Job Descriptions
APPENDIX D

- Assist in overseeing student managers for the purpose of providing direction and monitoring activities.
- Provides feedback to the Head Coach, as may be appropriate, in instructional techniques, organization of practices, supervision and responsibilities, etc. for the purpose of providing feedback and support.
- Assist in advising coaching personnel, parents and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents and athletes know the importance of KSHSAA Rule 52.
- Assists in monitoring student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Assist in reporting team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Head Coach (examples: assisting with fundraisers and game day duties for hosting events).

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED and other KSHSAA requirements.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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SIGNATURES: This job description has been approved by all levels of management:

Administrator _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Wrestling Head Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.
- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.

Supplemental Job Descriptions
APPENDIX D

- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date ____

MIDDLE SCHOOL

Tier Three Sports

TITLE: Middle School Cross Country Coach

JOB GOAL: Responsible for all levels and all phases of his or her sport. Duties may be assigned to assistants, but the head coach is responsible for things getting done correctly and on schedule.

LOCATION: TBD

ESSENTIAL FUNCTIONS:

- Enforce all rules of the Kansas State High School Activities Association
- Supervise student athletes during all facets of participation (Examples – competition travel, meetings, practices, etc.) for the purpose of ensuring activities are conducted in an environment with minimal risk of injury to the participant and that the scope of those activities is in keeping with the USD 500 Board of Education mission and policies.
- Maintain a variety of records for the purpose of complying with district, athletic conference, state and KSHSAA requirements. (Examples: required forms such as the pre-participation physical exam, concussion form, insurance waiver and medical release, activity consent forms, tryout/participation agreement forms, emergency contact information, schedules, equipment inventory, game/student athlete statistics, accurate squad roster, etc.)
- Verify that no candidate is issued equipment or allowed to practice until he/she has completed a KSHSAA pre-participation physical exam, completed a concussion form, provided signed insurance waiver and medical release, and provided tryout/participation agreement forms. Ensure all transfer students have met the KSHSAA eligibility requirements prior to participation. Ensure all participating students have purchased the required activity ticket.
- Implements practice schedules and other schedules (examples: usage of facilities and equipment, staff assignments, etc.) follow all school and district policies for scheduling facilities for practice, and submit practice schedules to administration and office staff for the purpose of ensuring efficient program operation.
- Supervise practice sessions and maintain security of the locker room.
- Report all injuries of participants to proper school officials. Follow injury reporting policy as outlined in coach's handbook and pursuant to Board of Education policy.
- Support and follow all athletic trainers assigned to practices/contests and the recommendations from the trainers with regards to student safety, injury, and participation.
- Support and conform to established decisions and policy decisions of a general nature that are in keeping with the established policies and procedures of the school and of USD 500.
- Organize a system for uniform and equipment checkout, maintain an accurate inventory of all equipment, enforce rules regarding care of equipment, and ensure that all students are accountable at the conclusion of each season.
- Inform administration of equipment needs to maintain safety and performance of student athletes.
- Maintain records of evaluation procedures used in the selection process and assess student athletes for the purpose of providing feedback to students on their individual performance and/or determining team placement
- Conducts and attends a variety of supporting activities for assigned sport (ex. – league meetings, pre/post season coaches meetings, parent orientations, recognition events, banquets, etc.) for the purpose of providing information regarding the program and/or recognizing participants' accomplishments
- Develops team and individual practice regimes for student athletes (ex. – strength, speed, agility, nutrition, injury prevention, etc.) for the purpose of enhancing and improving their performance.
- Evaluates facility and/or playing field for potential hazards, inadequate equipment, etc. for the purpose of implementing and/or assisting in making modifications or recommendations that would reduce the risk of injury.

Supplemental Job Descriptions
APPENDIX D

- Oversee coaching personnel and student managers for the purpose of providing direction and monitoring activities.
- Guides coaching personnel, as may be appropriate, in instructional techniques, organization of practices, supervision guidelines and responsibilities, etc. for the purpose of providing guidance and mentoring.
- Assign duties to coaching personnel and prepare a written evaluation for each coach at the conclusion of the season
- Advise coaching personnel, parents, and athletes of expectations of good sportsmanship. Make certain that coaching staff, parents, and athletes know the importance of KSHSAA Rule 52.
- Monitors student athlete academic eligibility for the purpose of complying with both the KSHSAA requirements as well as the USD 500 Board of Education policy on eligibility. Provide appropriate intervention (ex. – counseling, tutoring, etc.) to students identified as needing assistance to maintain their academic eligibility.
- High School Only – Report all team scores to the appropriate media outlets for distribution and prepare other public information releases as needed.
- Other duties as assigned by the Building Principal and/or Athletic Director.

QUALIFICATIONS:

- Certified teacher or qualify for Rule 10 certification through the Kansas State High School Activities Association.
- Successful completion of a criminal background check.
- Current certification in CPR and AED

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Sport

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Athletic Director or Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

MIDDLE SCHOOL

Tier One Activities

TITLE: Middle School Band Teacher

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- To maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives, and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods, and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe, and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals, and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.
- If teaching a foreign language, proficiency in oral and written communication in that language.

Supplemental Job Descriptions
APPENDIX D

- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility, and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room in order to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education, and the Kansas State Department of Education.
- ***K-12, or appropriate Kansas License, Music, Instrumental, or alternative license.***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION

Maintains a daily log of school/staff visits and documentation.

Maintains the daily environment of the health office facility and supplies.

Utilizes existing technology effectively in the performance of duties.

Performs other related work as required.

Supplemental Job Descriptions
APPENDIX D

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and talk or hear. The employee must occasionally lift and/or move equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days, 189 days for new teachers

SALARY: Salary based on KCKPS Certified Salary Schedule

REPORT TO: Principal

EVALUATION: Performance of this position will be evaluated in accordance with Board of Education policy

Signatures

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Supplemental Job Descriptions
APPENDIX D

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Head Debate Coach

LOCATION: TBD

JOB GOAL: Responsible for all levels of Debate rules and guidelines on behalf of the school district.

ESSENTIAL FUNCTIONS:

The Debate team competes at tournaments against other schools throughout Kansas and the Midwest region. Students compete and are taught effective Debate techniques throughout the season.

QUALIFICATIONS:

- Certified teacher or previous coaching in debate, speech, or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Coach the team as scheduled by the principal or designated administrators.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

Supplemental Job Descriptions
APPENDIX D

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Orchestra Teacher

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods, and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe, and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals, and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents, and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.

Supplemental Job Descriptions
APPENDIX D

- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional always.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education, and the Kansas State Department of Education.
- ***K-12, or appropriate Kansas License, Music, Instrumental, or alternative license.***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION

Maintains a daily log of school/staff visits and documentation.

Maintains the daily environment of the health office facility and supplies.

Utilizes existing technology effectively in the performance of duties.

Performs other related work as required.

Supplemental Job Descriptions
APPENDIX D

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move equipment. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days, 189 days for new teachers

SALARY: Salary based on KCKPS Certified Salary Schedule

REPORT TO: Principal

EVALUATION: Performance of this position will be evaluated in accordance with Board of Education policy

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Supplemental Job Descriptions
APPENDIX D

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Vocal Music

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- To maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives, and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods, and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe, and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals, and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents, and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.

Supplemental Job Descriptions
APPENDIX D

- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility, and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education.
- ***K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental, or alternative license.***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION

Maintains a daily log of school/staff visits and documentation.

Maintains the daily environment of the health office facility and supplies.

Utilizes existing technology effectively in the performance of duties.

Performs other related work as required.

Supplemental Job Descriptions
APPENDIX D

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days. 189 days for new teachers

SALARY: Salary based on KCKPS Certified Salary Schedule

REPORT TO: Principal

EVALUATION: Performance of this position will be evaluated in accordance with Board of Education policy

Signatures

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Supplemental Job Descriptions
APPENDIX D

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

MIDDLE SCHOOL

Tier Two Activities

TITLE: Middle School Drama Teacher

LOCATION: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society. To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- To maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives, and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- To provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods, and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials, and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals, and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.
- Excellent human relations skills.
- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing, and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.

Supplemental Job Descriptions
APPENDIX D

- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility, and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- **Kansas teaching certificate in area of instructional responsibility in Speech/Theater or Drama or eligible for Alternative Certified License.**
- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education.
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION:

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students.

Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community.

Completes accident/incident reports for students/staff.

Compiles data for statistical purposes.

Maintains confidentiality regarding educational records.

ORGANIZATION:

Maintains a daily log of school/staff visits and documentation.

Maintains the daily environment of the health office facility and supplies.

Utilizes existing technology effectively in the performance of duties.

Performs other work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the public.

Supplemental Job Descriptions
APPENDIX D

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days for returning teachers, 189 days for new teachers to the district
SALARY: Based on KCKPS Certified Salary Schedule
REPORT TO: Principal

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Newspaper Sponsor

LOCATION: TBD

JOB GOAL:

The Newspaper Sponsor promotes students to participate in writing and publishing the school newspaper. The Sponsor will supervise the production of the newspaper and will work closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district when writing and publishing the school newspaper.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the student newspaper.
- Monitors student coverage of all events associated with the school newspaper whether within the school district or at external functions.
- Maintains accurate records associated with the school newspaper.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Newspaper/Journalism or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Advisor/Sponsor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Supplemental Job Descriptions
APPENDIX D

Employee _____ Date _____

TITLE: Middle School Assistant Coach- Robotics

LOCATION: TBD

JOB GOAL:

The Robotics Assistant Coach is responsible to recruit and train students for competition.

ESSENTIAL FUNCTIONS:

- Assist in the recruiting and supervising of the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district.
- Assist in the organizing, supervising, and conducts fundraising and sponsorship activities as required to support the Robotics team.
- Assist in the monitoring of student coverage of all events associated with the Forensics team within the school district or at external functions.
- Maintains accurate records associated with the robotics team.
- Performs other duties as assigned by head coach, principal, or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Forensics or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and Field Trips/meets.
- Coach the team as scheduled by the Building principal.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Robotics Head Coach

LOCATION: TBD

JOB GOAL:

The robotics team Head Coach is responsible to recruit and train students for robotics competition.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines; to follow the policies and procedures of the school district.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the robotics team.
- Monitors student coverage of all events associated with the robotics team within the school district or at external functions.
- Maintains accurate records associated with the robotics team.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in robotics or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Student Council – STUCO Advisor/Sponsor

LOCATION: TBD

Supplemental Job Descriptions
APPENDIX D

JOB GOAL:

The role of the Student Council (STUCO) Advisor/Sponsor is to provide direction, counsel, and guidance in the supervision of extracurricular activities hosted by the Student Council. They should be able to administer and implement school policies and procedures in a manner which protects the welfare of students. Advisor works closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the student council sponsored activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support assigned student council activities.
- Monitors student coverage of all events associated with student council activities whether within the school district or at external functions.
- Maintains accurate records associated with student council activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous student council advisor/sponsor experience or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Advise/Coach the organization participants as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Middle School Yearbook Advisor

LOCATION: TBD

JOB GOAL:

The Yearbook Advisor's primary goal is to organize and supervise the process of producing the school's yearbook in which the students and staff can take pride. The advisor will work with the school administration, various school organizations, classes, students, and volunteers to create a yearbook that is inclusive of the school's student population. The school yearbook advisor is responsible for supervising all aspects of the yearbook production including layout and design; copy; photography; publicity; sales; and distribution.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students to plan, organize and produce the yearbook.
- Provides for the safety of students, facilities, and equipment while conducting all yearbook activities.
- Organizes supervises and conducts fundraising, and sponsorship activities as required to support the yearbook.
- Works with the publisher to create a budget, deadlines, production schedule, and payment options.
- Ensures that all publication deadlines are met so that the yearbook is available for distribution at the scheduled date.
- Monitors student coverage of events.
- Coordinates the layout, copy, and contents of the yearbook.
- Edits and proofreads all articles and advertisements of the yearbook.
- Organizes and supervises the sale and distribution of the yearbook to students and staff.
- Maintains accurate financial records that identify all sources of revenues and expenditures associated with the publication, distribution, and sale of the yearbook.
- Performs other duties as assigned by the principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach the team as scheduled by the principal.
- Background in journalism and/or publication layout and design or similar experience preferred.
- Background in photography or similar experience preferred.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

Supplemental Job Descriptions
APPENDIX D

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signature:

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

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This job description has been approved by all levels of management:

Supplemental Job Descriptions
APPENDIX D

Manager _____

HR _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

MIDDLE SCHOOL

Tier Three Activities

TITLE: Middle School Drill Coach

LOCATION: TBD

JOB GOAL:

The Drill/Dance Coach is responsible to recruit and train students for the competition.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines. Follow the policies and procedures of the school district.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the drill/dance team.
- Monitors student coverage of all events associated with the drill/dance team within the school district or at external functions.
- Maintains accurate records associated with the drill/dance team.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in drill/dance or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Coach the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

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HR _____

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Employee _____ Date _____

Supplemental Job Descriptions
APPENDIX D

TITLE: Middle School Intramural Club Sponsor

LOCATION: TBD

JOB GOAL:

The Intramural Coach/Sponsor promotes sportsmanship among students and supervises all intramural club activities while working closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the Intramural club activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the club.
- Monitors student coverage of all events associated with Intramural activities whether within the school district or at external functions.
- Maintains accurate records associated with Intramural Club.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Intramural club or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

REPORT TO: Building Administrator

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

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HR _____

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Employee _____ Date _____

Supplemental Job Descriptions
APPENDIX D

TITLE: Middle School Pep Club Advisor/Sponsor

LOCATION: TBD

JOB GOAL:

The Pep Club Advisor/Sponsor is responsible to recruit and train students for the competition.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines. Follow the policies and procedures of the school district.
- Organizes, supervises, and conducts fundraising and sponsorship activities as required to support the Pep Club.
- Monitors student coverage of all events associated with the Pep Club team within the school district or at external functions.
- Maintains accurate records associated with the Pep Club team.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Pep Club or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the team as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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Employee _____ Date _____

Supplemental Job Descriptions
APPENDIX D

MIDDLE SCHOOL

Tier 4 Activities

TITLE: Middle School Louder Than A Bomb

LOCATION: TBD

JOB GOAL:

Louder than a Bomb is a competition allowing students to share stories and express themselves through slam poetry.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the poetry activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support the club.
- Monitors student coverage of all events associated with poetry activities whether within the school district or at external functions.
- Maintains accurate records associated with poetry.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Successful completion of a criminal background check.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

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Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: National Junior Honor Society

LOCATION: TBD

JOB GOAL:

The National Junior Honor Society Sponsor's primary goal is to organize, coordinate, and carry out the guidelines to establish and maintain the National Junior Honor Society. National Junior Honor Society is an academic/service organization where students must meet citizenship, academic, scholarship, service, leadership, and character requirements for membership.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the National Honor Society/National Junior Honor Society Council.
- Organizes, supervises, and conducts fund-raising, and sponsorship activities as required to support the NJHS.
- Monitors student coverage of all events associated with NJHS whether within the school district or at external functions.
- Maintains accurate records associated with NJHS.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor in Honor Societies or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and Field Trips/meets.
- Coach the team as scheduled by the Building principal.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

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Manager _____

HR _____

The employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Supplemental Job Descriptions
APPENDIX D

TITLE: Middle School Principal's Choice

LOCATION: TBD

JOB GOAL:

The Principal's Choice sponsors and promotes specific building activities as designated by the administration of Kansas City, Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published for special activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to special activities.
- Monitors student coverage of all events associated with special activities whether within the school district or at external functions.
- Maintains accurate records associated with special activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor/advisor in activities in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the activities as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplemental Job Descriptions
APPENDIX D

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

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Employee _____ Date _____

Supplemental Job Descriptions
APPENDIX D

TITLE: Middle School SIT Team Representative

LOCATION: TBD

JOB GOAL:

To serve on SIT teams to implement individualized plans, using data-based documentation of general education interventions and strategies that will promote student achievement and college readiness. SIT will work closely with other staff and the administration of Kansas City, Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Disseminate pertinent information to support the SIT process (i.e. Central Office communications, trainings, etc.) and support SIT team members.
- Maintain Communication with all SIT team members, grade level team members, collaborate with appropriate staff (Building Principal, Diploma+ Liaison, CCC, Counselor, etc.), inform and ensure communication with parent(s)/guardian(s) throughout the SIT Process.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Successful completion of a criminal background check.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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Manager _____

HR _____

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Employee _____ Date _____

TITLE: Middle School Textbook Liaison

LOCATION: TBD

JOB GOAL:

The Textbook Liaison is responsible for the review and recording of inventory for educational materials within the school building.

ESSENTIAL FUNCTIONS:

- Review the education materials within the assigned school building.
- Inventory and organize all school educational material in accordance with the building administrators' guidelines.
- Performs other duties as assigned by designated administrator.

QUALIFICATIONS:

- Certified teacher, classified employee, or KCKPS substitute employee in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

Supplemental Job Descriptions
APPENDIX D

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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Manager _____

HR _____

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Employee _____ Date _____

MIDDLE SCHOOL

Other

TITLE: Cafeteria Supervisor

LOCATION: TBD

JOB GOAL: The Cafeteria Supervisor supports the students at breakfast and/or lunch; enforcing responsible behavior in the lunchroom. To accomplish these tasks the Cafeteria Monitor works closely with the staff and administration.

ESSENTIAL FUNCTIONS:

- Ability to supervise lunch periods to ensure appropriate and responsible behavior
- Ability to ensure all activities are aligned to District guidelines.
- Ability to communicate and work effectively and cooperatively with members of the school community.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting additional duties.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

Supplemental Job Descriptions
APPENDIX D

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Manager _____

HR _____

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Employee _____ Date _____

TITLE: Middle School IDP Representative

LOCATION: TBD

JOB GOAL:

To assist the Professional Development program to ensure that all certified employees are licensed according to state rules and regulations.

ESSENTIAL FUNCTIONS:

- Provide help and support to teachers and principals and administrators regarding IDP points and activity eligibility.
- Serve as a support representative of the Individual Development Plan (IDP) to ensure certified staff are credited with the professional development/in-service points appropriately.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

Supplemental Job Descriptions
APPENDIX D

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

Kansas City, Kansas Public Schools is an Equal Opportunity Employer. KCKPS does not discriminate on the basis of race, religion, color, national origin, sex, age, tenure, disability or any other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

ELEMENTRAY SCHOOL

ACTIVITIES

TITLE: Cafeteria Supervisor

LOCATION: TBD

JOB GOAL:

The Cafeteria Supervisor supports the students at breakfast and/or lunch; enforcing responsible behavior in the lunchroom. To accomplish these tasks the Cafeteria Monitor works closely with the staff and administration.

ESSENTIAL FUNCTIONS:

- Ability to supervise lunch periods to ensure appropriate and responsible behavior
- Ability to ensure all activities are aligned to District guidelines.
- Ability to communicate and work effectively and cooperatively with members of the school community.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting additional duties.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

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OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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Supplemental Job Descriptions
APPENDIX D

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HR _____

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Employee _____ Date _____

TITLE: Elementary School IDP Representative

LOCATION: TBD

JOB GOAL:

To assist the Professional Development program to ensure that all certified employees are licensed according to state rules and regulations.

ESSENTIAL FUNCTIONS:

- Provide help and support to teachers and principals and administrators regarding IDP points and activity eligibility.
- Serve as a support representative of the Individual Development Plan (IDP) to ensure certified staff are credited with the professional development/in-service points appropriately.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

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REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

Supplemental Job Descriptions
APPENDIX D

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

Signatures

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HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Elementary School Music

Location: TBD

JOB GOAL:

To facilitate student comprehension and application of concepts, skills and behaviors that contribute to the development of mature, able and responsible member of society.

To ensure continuous improvement in state and national performance levels to prepare students for college and careers in a global society, and at every level, performance is on-track and on-time for success.

ESSENTIAL FUNCTIONS:

- Ability to implement 21st Century Skills into the curriculum.
- Ability to work a full duty day in the location or locations assigned.
- In order to maximize student achievement, teachers should be able to assess student abilities as related to desired educational goals, objectives and student outcomes.
- Plans and employs a variety of appropriate instruction/learning strategies and activities which are compatible with the physical facility but serve the needs and capabilities of the students.
- In order to provide a general environment conducive to the learning process, the teacher should be able to manage the behavior of learners in the classroom and participate in the management of student behavior in other parts of the school.
- Continually communicates to students and parents (either in writing or verbally) instructional expectations, student progress or lack of progress.
- Continually assesses the student achievement and maintains appropriate assessment and evaluation documentation for institutions and individual reporting purposes.
- Actively participates in and works with other school personnel in planning effective instructional goals, objectives, methods and curriculum.
- Participates in professional growth and development activities including staff meetings, and in-service and staff development activities as required or assigned.
- Assists in the documentation of student progress by efficiently maintaining and submitting appropriate records and reports.
- Ensures that the classroom and/or instructional environment is attractive, healthful, safe and generally conducive to learning.
- Actively participates in extracurricular activities as requested by the principal.
- Participate as a regular teacher in IEP meetings for IDEA students.
- Good knowledge of content, curriculum, methods, materials and equipment of instructional specialty to which assigned.
- Good knowledge of student growth and development applicable to the grade assigned.
- Good knowledge of school's program of studies related to mission, goals and organization.
- Continually study and learn current research and theory.
- Ability to plan and implement lessons based on curriculum objectives and the needs and abilities of students.
- Ability to establish and maintain effective relationships with students, parents and peers, including serving as a family advocate in the district-wide Family Advocate System.
- Skilled and effective in oral and written communication.

Supplemental Job Descriptions
APPENDIX D

- Excellent human relations skills.
- If teaching a foreign language, proficiency in oral and written communication in that language.
- If teaching choral music, ability to demonstrate proper techniques (singing), proficiency in one or more musical instruments.
- For both choral and instrumental music teachers, excellent hearing and ability to determine pitch and tone variations.
- If teaching in vocational trade, including business trades, journey level proficiency in that trade is required with on-the-job journey, lead, or supervisory experience highly desirable.
- If teaching chemistry or certain science classes, ability to use appropriate masks and filters or protective clothing as protections from harmful liquids or fumes.
- If teaching physical education and unless assigned full time as health or classroom driver education teacher, must possess sufficient strength, dexterity, endurance, agility and skill to carry out the program of studies for the activities to which assigned.
- If a physical education teacher, some assignments may require sufficient athletics skills to demonstrate and perform appropriate athletic techniques at both the beginning and advance levels.
- If a physical education teacher, some assignments may require working outdoors in conditions which are moderately comfortable and require adaptation of clothes and dress to the conditions or the use of “sun blockers”.
- If a resource teacher, assist teachers upon their request in the locations, preparation and development of materials with emphasis on reading as it relates to literacy training; work daily with teachers and students as scheduled and approved by school administration.
- Physical and emotional ability and dexterity to perform required work and move about as needed in the fast-paced, high-intensive work environment.
- Ability to move around the room in order to effectively monitor student work and behavior.
- Possess the patience, caring and desire needed to work with the students and parents to see that each student has the opportunity to succeed.
- Take attendance and keep attendance registers, according to Board policy.
- Know and follow Section 504 and IDEA amendments.
- Be courteous and professional at all times.
- Maintain a neat and professional appearance.
- Other duties as assigned

QUALIFICATIONS:

- Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education.
- ***K-12 or appropriate Kansas License, Music, Vocal Music, Instrumental***
- Kansas teaching certificate in area of instructional responsibility
- English as a Second Language endorsement preferred or be committed to obtaining that endorsement.

COMMUNICATION

Maintains communication with teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students. Provides health services, information, and counseling in an effective and positive manner to enhance the health and wellness of the school community. Completes accident/incident reports for students/staff. Compiles data for statistical purposes. Maintains confidentiality regarding educational records.

ORGANIZATION

Maintains a daily log of school/staff visits and documentation.
Maintains the daily environment of the health office facility and supplies.
Utilizes existing technology effectively in the performance of duties.
Performs other related work as required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read and analyze and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, general curriculum and learning theories, correspondence, and protocols. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, students, and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 pounds such as pushing on a bike or wheelchair, or moving/rearranging furniture. While performing the duties of the job the employee occasionally may visit a child's home. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output and well-being.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

TERMS OF EMPLOYMENT: 186 days. 189 days for new teachers

SALARY: Salary based on KCKPS Certified Salary Schedule

REPORT TO: Principal

EVALUATION: Performance of this position will be evaluated in accordance with Board of Education policy

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Elementary School Principal's Choice

LOCATION: TBD

JOB GOAL:

The Principal's Choice sponsors and promotes specific building activities as designated by the administration of Kansas City, Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published for special activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to special activities.
- Monitors student coverage of all events associated with special activities whether within the school district or at external functions.
- Maintains accurate records associated with special activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous coaching/sponsor/advisor in activities in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips or competitions.
- Coach/Sponsor/Advise the activities as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently in order to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

Supplemental Job Descriptions
APPENDIX D

REPORT TO: Building Administrator

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

Signatures

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This job description has been approved by all levels of management:

Manager _____

HR _____

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Employee _____ Date _____

TITLE: Elementary School SIT Team Representative

LOCATION: TBD

JOB GOAL:

To serve on SIT teams to implement individualized plans, using data-based documentation of general education interventions and strategies that will promote student achievement and college readiness. SIT will work closely with other staff and the administration of Kansas City, Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Disseminate pertinent information to support the SIT process (i.e. Central Office communications, trainings, etc.) and support SIT team members.
- Maintain Communication with all SIT team members, grade level team members, collaborate with appropriate staff (Building Principal, Diploma+ Liaison, CCC, Counselor, etc.), inform and ensure communication with parent(s)/guardian(s) throughout the SIT Process.

QUALIFICATIONS:

- Certified teacher or previous experience in supporting general education processes or similar area in K-12.
- Successful completion of a criminal background check.
- Support the team as directed by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Support/Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

Supplemental Job Descriptions
APPENDIX D

REPORT TO: Building Administrator

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

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Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TITLE: Elementary School Student Council STUCO Advisor/Sponsor

LOCATION: TBD

JOB GOAL:

The role of the Student Council (STUCO) Advisor/Sponsor is to provide direction, counsel, and guidance in the supervision of extracurricular activities hosted by the Student Council. They should be able to administer and implement school policies and procedures in a manner which protects the welfare of students. Advisor works closely with other staff and the administration of Kansas City Kansas Public Schools.

ESSENTIAL FUNCTIONS:

- Recruits and supervises the growth and development of students in accordance with the guidelines published through the student council sponsored activities.
- Organizes, supervises, and conducts fundraising, and sponsorship activities as required to support assigned student council activities.
- Monitors student coverage of all events associated with student council activities whether within the school district or at external functions.
- Maintains accurate records associated with student council activities.
- Performs other duties as assigned by principal or designated administrator.

QUALIFICATIONS:

- Certified teacher or previous student council advisor/sponsor experience or similar area in K-12.
- Successful completion of a criminal background check.
- Oversee students at all meetings and field trips and competitions.
- Advise/Coach the organization participants as scheduled by the principal or designated administrator.

COMMUNICATION / ORGANIZATION:

Speak clearly and concisely in written and oral form. Maintain communication with all constituents including district staff. Utilize existing technology effectively in the performance of duties. Organize work efficiently to support the mission and vision of Kansas City, Kansas Public Schools.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general directions or all regulations related to K-12 or governing board that oversees this activity. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from internal and external sources.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Coach/Sponsor/Advisor is directly responsible for students' safety, work output and well-being. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with all constituents including district staff. Ability to maintain professionalism and respond appropriately in all situations.

TERMS OF EMPLOYMENT: Varies by Activity

Supplemental Job Descriptions
APPENDIX D

RATE OF PAY: Based on the KCKPS Supplemental Pay Schedule

REPORT TO: Building Administrator

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

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HR _____

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Employee _____ Date _____

Appendix E



Book	KCKPS Board Policies
Section	G Personnel
Title	Attendance, Absences, Leaves, Vacations
Code	GARH
Status	Active
Adopted	June 25, 2013
Last Revised	September 10, 2019
Last Reviewed	November 10, 2015

GARH Attendance, Absences, Leaves, Vacations

Employee attendance is critical to the district's goals and objectives. (See ABE, BA). Employees are expected to report to work each duty day on time as assigned by the superintendent or his/her designee. (See GACE). The board recognizes that employees may need time off from work on occasion and provides the following types of leave for **eligible** employees for those circumstances where an employee may be absent from work: (1) Disability Leave; (2) Personal Leave; (3) Bereavement Leave; (4) Emergency Leave; (5) Professional Leave; and (6) Vacation Leave. (See also GAHB). Employees may also take leave as required by law – ie. Legal Leave, Military Leave, Workers' Compensation, Family and Medical Leave and Overtime Compensation. (See GARIF, GARID, GAOE, GARI and GCA).

Employees are required to notify their immediate supervisor and Human Resources of any absence and all leave allowed by board policy must be authorized and approved. Upon request, an employee must provide documentation to support any leave request. Any employee falsely reporting the cause of any absence in any leave request will not be entitled to any pay for the falsely reported absence and will be subject to discipline up to and including termination. The final decision on eligibility for or approval of leave shall be left to the discretion of the superintendent or his/her designee.

Unauthorized Absence

An unauthorized absence is defined as any absence by an employee for reasons not authorized by law or board policy and without approval of the employee's immediate supervisor or other administrative staff responsible for approval of leave. An unauthorized absence is grounds for discipline up to and including termination.

Annual Allowance

An employee must work over 30 hours per work week to be eligible for leave under board policy. The amount of leave provided to an employee in a fiscal year (July 1 – June 30) is calculated based upon the number of duty days in the employee's primary assignment. Employees working additional supplemental duty days may be eligible for additional leave. Unless otherwise provided by Individual written employment contract or negotiated agreement, the following leave is allowed for eligible employees in a fiscal year:

<u>Duty Days</u>	<u>Disability</u>	<u>Personal</u>	<u>Bereavement</u>
205 or less	10 days	2 days	3 days (5 days if more than 400 miles away)
206-239	12 days	2 days	3 days (5 days if more than 400 miles away)
240 or more	14 days	2 days	3 days (5 days if more than 400 miles away)

Employees on the administrative salary schedule are eligible for up to three (3) personal days.

Employees working 261 duty days are additionally allowed 10 days of Vacation Leave each fiscal year.

Personal, Disability or Vacation Leave allowed for eligible employees who commence employment after December will be prorated as follows: 1 day Personal; 5, 6 or 7 days Disability; and 7 days Vacation.

Emergency and Professional Leave are allowed only on a case by case basis.

The term "day" as used herein is defined as a day on which the employee applying for leave would normally have reported for duty.

Initial Employment and Eligibility for Use

Employees are provisionally credited with Disability and Personal Leave on July 1 or the employee's first duty day whichever occurs last. Employees commencing service during the year are provisionally credited with prorated Disability and Personal Leave. Disability Leave allowed shall be reduced by one (1) day for each proceeding whole or major portion (50%) of a month not worked. Personal Leave allowed shall be reduced to one (1) day for employees commencing service after December.

New employees may not use Disability or Personal Leave until after the employee has been on duty for ten (10) consecutive days in the current year. This restriction does not apply to accumulated Disability Leave from prior years. On the first duty day of any given year, all unused accumulated Disability Leave shall be available for use.

(1) Disability Leave

Disability Leave is allowed for employees to use for absences caused by personal sickness or injury of the employee, the employee's dependent child, or the employee's spouse or parent.

“Child” is defined, for purposes of this provision, to include a son or daughter 18 years of age or younger whether a biological, adopted, or foster child, a stepchild, a legal ward or a child to whom the employee stands in place of a parent as the child’s primary caretaker. It also includes any child over the age of 18 who qualifies as a dependent on employee’s federal or state income tax return or who is incapable of self-care because of a mental or physical disability at the time leave is requested.

“Parent” is defined, for purposes of this provision, to include the biological, adoptive, step or foster parent of an employee or an individual who stood in place of the employee’s parent as the employee’s primary caretaker when the employee was a minor. It does not include the employee’s parent-in-law.

Disability Leave may be used in one-hour increments as approved by the immediate supervisor.

Documentation May Be Required

Any employee requesting use of Disability Leave may be requested to provide documentation to support the request. This may include a statement from a licensed physician concerning the nature of the illness or disability and, in the case where leave is being requested to care for illness or injury to someone other than the employee, this may include proof of relationship or dependency of such individual.

Any employee absent more than five (5) consecutive days due to the employee’s illness or disability shall present a statement from a licensed physician indicating the nature of the illness or disability and verifying that the readiness of the employee to resume his/her duties. Employees may be requested to provide a statement from a licensed physician for absences less than five (5) days at the sole discretion of the superintendent or his/her designee. Any requested documentation shall be secured at the employee’s expense.

Ineligibility for Disability Leave Due to Other Employment or KPERS

No employee is eligible for Disability Leave during any time period that he/she is employed by or working for any other employer or is engaged in self-employment. No employee is eligible for Disability Leave during any time period that he/she is receiving long-term disability or retirement benefits under KPERS.

Disability Leave Use for Work-Related Injury Covered by Workers’ Compensation

General Rule:

Except as provided in the circumstances below, absence due to injury incurred while an employee is on duty shall not be charged against the employee’s disability leave days if the employee is receiving temporary total or temporary partial workers’ compensation benefits.

Exceptions to the General Rule:

Restraint/Assault work re-related injuries. An employee who is injured while physically restraining a student or who is injured as the victim of an assault while on duty shall receive, for the length of the disability or until June 30 of the current fiscal year, whichever is shorter, “Differential Pay” in an amount equal to the difference between the employee’s regular wage and the amount of worker’s compensation temporary total disability payments. In this situation, Differential Pay shall not be charged against the employee’s disability leave.

Employee Request. Upon written request, an employee shall receive Differential Pay for the length of the absence from work resulting from a temporary disability or until the end of the fiscal year (June 30), whichever is shorter, provided that the employee has unused Disability Leave days and the employee's Disability Leave is charged at not less than one-half day increments for each day that Differential Pay is received.

Extension period. If at the end of the fiscal year (June 30), the employee remains absent from work as a result of a temporary disability and if the employee has unused disability leave days, the employee may make a written request to extend the payment of the period of Differential Pay under the preceding section. Additionally, employees who are on leave under the Restraint/Assault work related injuries section of this policy may seek an extension of such benefits by making a written request to Human Resources at least 10 days prior to the day employee is to report to work for the next school year.

Continued Employment Under Disability Leave and Return to Work

Any employee on Disability Leave will be retained on the active payroll as an employee for such period of time as Disability Leave is available. Employee will not be provided additional Personal, Disability or Vacation Leave during the time he/she is on leave.

If an employee returns to work prior to exhausting his/her Disability Leave and is able to perform the essential functions of his/her job assignment, the employee will be returned to active employment in the same or similar duty assignment. Depending on the nature of the illness or injury and any resulting physical or mental restrictions, an examination of the employee by a licensed physician may be required prior to the employee's return to work.

Expiration of Disability Leave

An employee who has exhausted his/her Disability Leave and is unable to return to work due to illness or injury may utilize any Personal or Vacation Leave. If the employee has exhausted all Disability, Personal and Vacation Leave and is still unable to perform the duties of his/her assigned position and return to work, the employee may request a leave of absence without pay. Any request for an unpaid leave of absence must be made in writing to the superintendent or his/her designee at least 10 business days in advance of the exhaustion of the employee's Disability, Personal or Vacation Leave. Failure or inability of the employee to return to work upon expiration of his/her leave including any approved leave of absence shall terminate employment unless otherwise extended by operation of law.

Accumulation of Disability Leave

Employees will accumulate Disability Leave during the fiscal year as follows:

<u>Duty Days</u>	<u>Disability</u>
205 or less	1 day 1 st of Month (August – May)
206-239	1 day 1 st of Month (July – June)
240 or more	1 day 1 st of Month (July – June)
	1 additional day (August 1 and January 1)

Any unused disability leave shall be allowed to accumulate without limit.

Employee balances of accumulated disability leave will be available via the district leave reporting system. The balances in the leave reporting system are informational only, and not made or given as a warranty of the number of days stated. Each employee shall be solely responsible for determining the accuracy of their leave balance. The board shall not be liable for errors, mistakes or failure to provide the statement.

Disability Leave Upon Separation from Employment

Separation from employment shall automatically void all accumulated days of Disability Leave. If an employee separates from employment mid-year, his/her final salary payment will be reduced to account for any provisional Disability Leave taken. For example, if a 205 or less duty day employee separates from employment in October after taking 10 days Disability Leave and had no accumulated Disability Leave from prior year, the employee's final paycheck would be reduced by the 7 days of provisional Disability Leave taken. An employee who resigns in good standing from the District and then is reemployed may retain accumulated Disability Leave if he/she returns to work or is given a contract to return to work within twenty-four (24) months.

Credit Upon Retirement or Death

This provision applies only to individuals employed by the District prior to July 31, 1996. Any individual initially employed by the district after July 31, 1996, shall not be eligible for credit or payment as described in this provision.

Upon retirement or death, an employee, or in the event of death the employee's estate, shall be eligible to receive a lump sum payment for accumulated unused Disability Leave based on the following formula:

Total accumulated unused Disability Leave (not to exceed the maximum accumulation of Disability Leave allowed) x .75 x the base daily salary rate for the salary scheduled class in which the employee is classified at the time of retirement or death.

The maximum number of accumulated unused disability leave days for which payment may be made in accord with the above formula shall be limited as follows:

185 – 205 days employment, 120 days allowed
206 – 239 days employment, 132 days allowed;
240 or more days employment, 144 days allowed.

Employees who resign from the District after completing thirty (30) years of service in the District or twenty (20) years of service in the district and are 55 years of age shall also be eligible to receive a lump sum payment for accumulated unused disability leave base on the above stated formula.

For any employee not paid on the basis of a salary schedule classification, the base rate for payment of accumulated leave time under this provision shall be calculated at 66% of the individual's salary rate at the time of retirement or death. Any payment under this provision to an employee's estate shall be made to the court appointed fiduciary (executor, administrator, or other designee) of the decedent's estate.

(2) Personal Leave

Employees on the administrative salary schedule are eligible for up to three (3) personal days. Eligible employees are allowed up to two (2) days of Personal Leave per fiscal year. Eligible employees who begin their employment after December 2 will be allowed one (1) day for Personal Leave for their first year of employment.

Personal Leave is available to all eligible employees on their first duty day. However, Personal Leave must be requested in writing from and approved by the employee's immediate supervisor and Human Resources at least five (5) days prior to the date of the requested leave. A request for Personal Leave may be denied on any given day due to the number of other absences or the demands of the employee's job assignment. Personal Leave cannot be taken during the first eight (8) or the last eight (8) days of the employee's work year or on the first duty day preceding or following a holiday or non-working day or on any in-service day with the exception of the following circumstances:

1. To attend the high school graduation ceremony of an employee's child, stepchild or foster child;
2. To attend a college graduation ceremony of any employee, an employee's spouse, child, stepchild or foster child; or
3. To attend a military graduation ceremony or an overseas military deployment ceremony of an employee's spouse, child, stepchild or foster child.

Personal Leave shall not be used for seeking other employment, rendering services or working for another employer or themselves or for severe weather when school is in session.

Personal Leave does **not** accumulate. However, an employee's unused personal Leave allowance will be converted to Disability Leave at the end of the fiscal year (June 30). Separation from employment shall automatically void all unused Personal Leave.

Personal Leave may be used in one-hour increments as approved in writing by the immediate supervisor.

(3) Bereavement Leave

Employees are allowed Bereavement Leave of up to three (3) days (or five (5) days if the distance is more than 400 miles, one way) per occurrence without deduction in pay for reasons of death in the Immediate Family.

"Immediate Family" is defined as the employee's: spouse, children, parents, siblings, grandparents, grandchildren, aunts and uncles. "Immediate Family" also includes the parents, children, siblings, grandparents, grandchildren, aunts and uncles of employee's spouse.

Application for Bereavement Leave must be made in writing to the employee's immediate supervisor and Human Resources. Employee is required to provide documentation supporting an application for Bereavement Leave upon request.

(4) Emergency Leave

Employees may be allowed Emergency Leave only by approval of the superintendent or his/her designee for absences which are not a consequence of the choice or actions of the employee. Application for Emergency Leave must be made in writing and, whenever possible, prior

to the absence. If the nature of the emergency does not allow for a written request prior to the absence, the employee shall file the proper form within three (3) work days of returning to work after the absence. In all cases where a prior written request is not made, the employee shall notify his/her immediate supervisor of the absence on or before the first day of the absence.

If approved, any time taken as Emergency Leave will be deducted from employee's available Leave (Personal Leave, Vacation Leave or Disability Leave). In the event the employee has exhausted his/her available Personal, Vacation and Disability Leave, any Emergency Leave approved will be without pay.

The following is a non-exclusive list of circumstances which DO NOT qualify as Emergency Leave:

- Arrest or Incarceration of Employee or Employee's Family Member
- Attendance at a Recreational Activity
- Vacation to Include Accompanying a Family Member or Friend on Business Trip
- Working for another Employer or Self
- Interviews for Employment
- College Classes or Examinations
- Weather (other than to address storm damage to personal property)
- Transportation to Work (other than a motor vehicle accident)

Emergency Leave may be used in one-hour increments as approved in writing by the immediate supervisor.

(5) Professional Leave

An employee may be granted Professional Leave with pay to attend seminars, conferences, meetings, and workshops directly related to the employee's job with the district. Professional Leave shall not be granted for the purpose of attending classes for completing degrees or certification requirements. Requests for Professional Leave shall be made in writing to the superintendent or his/her designated representative at least five (5) working days in advance of the absence.

(6) Vacation Leave

Employees whose primary job assignment consists of 261 duty days are allowed ten (10) days of paid Vacation Leave during each fiscal year (July 1 to June 30) to allow for relaxation and rejuvenation from the demands of the job. Employees who commence employment or who are assigned to an assignment consisting of 261 duty days after December will be allowed a prorated Vacation Leave of five (5) days. Employees who have been continuously employed in a primary job assignment consisting of 261 duty days for five (5) years will be allowed one (1) additional day of Vacation Leave for each year beyond five years of employment up to a maximum of twenty (20) days of Vacation Leave per year after fifteen (15) years of employment. Only years of service where the employee was assigned to a 261 duty day position will count toward eligibility for these additional days of Vacation Leave.

Vacation Leave may be used in one-hour increments as approved by the immediate supervisor. Vacation Leave is not available for use by new employees until they have completed six (6) months of employment. Vacation Leave for all other eligible employees is available for use commencing July 1 of each fiscal year. Use of Vacation Leave must be scheduled with and approved

by the employee's immediate supervisor and Human Resources. An application for Vacation Leave must be made in writing to the employee's immediate supervisor at least five (5) working days in advance of the absence. Vacation Leave may **not** be used during the five (5) duty days immediately preceding the first and last days of school year for students or during the five (5) duty days immediately following the first and last days of school year for students.

Employees are strongly encouraged to use their yearly allotment of vacation days within the year in which they provided. Unused Vacation Leave may only be carried over for one fiscal year. Vacation Leave not used within this time period shall be void. Any exception must be approved by the superintendent or his/her designated representative.

Separation from employment or transfer to a primary job assignment with less than 261 duty days shall automatically void all unused Vacation Leave. Employees who separate from employment in good standing or who transfer to a position with less than 261 duty days will be paid for any unused Vacation Leave at the time of separation or transfer. Any amount paid to employees who separate from employment or transfer to a position with less than 261 duty days in the middle of a fiscal year will be prorated based on the number of duty days worked. For example, an employee allowed ten (10) days of Vacation Leave who separates from employment at the end of December without using any days of Vacation Leave would only be paid for five (5) days of Vacation Leave. Employees who separate from employment or transfer to a position with less than 261 duty days during the middle of the fiscal year who have already used all of their allowed Vacation Leave for that year will have their final pay reduced based on the Vacation Leave allowed prorated by the number of duty days worked. For example, the final pay of an employee allowed ten (10) days of Vacation Leave who takes all ten (10) days and then separates from employment at the end of December would be reduced by the amount for five (5) days of Vacation Leave.

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[GARH Attendance, Absences, Leaves, Vacations 09102019.pdf \(2,339 KB\)](#)

[GARH Attend, Absences, Lvs, Vaca 012919.pdf \(570 KB\)](#)

[Policy Review - Leave.pdf \(24 KB\)](#)

[Policy Review - GARH - Disability Leave.pdf \(28 KB\)](#)

[Policy Review - GARH - Personal Leave.pdf \(23 KB\)](#)

[Policy Review - GARH - Bereavement Leave.pdf \(19 KB\)](#)

[Policy Review - GARH - Emergency Leave.pdf \(21 KB\)](#)

[Policy Review - GARH - Professional Leave.pdf \(14 KB\)](#)

[Policy review - GARH - Vacation Leave.pdf \(28 KB\)](#)

[GARH 052615.pdf \(208 KB\)](#)

[GARH Attendance, Absences, Leaves, Vacation 112415.pdf \(4,462 KB\)](#)

[Policy GARH.pdf \(178 KB\)](#)



Book	KCKPS Board Policies
Section	G Personnel
Title	Military Leave
Code	GARID
Status	Active
Adopted	June 25, 2013
Last Revised	September 12, 2023
Last Reviewed	September 12, 2023

GARID Military Leave

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994, or military service that began before December 12, 1994, if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

Army, Navy, Marine Corps, Air Force or Coast Guard.

Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.

Army National Guard or Air National Guard.

Commissioned corps of the Public Health Service.

Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty.

Active duty for training.

Initial active duty for training.

Inactive duty training.

Full-time National Guard duty.

Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, if the giving of notice is otherwise impossible or unreasonable.

Individuals who are required to report for temporary training duty will be paid the difference between his/her military pay and his/her regular base salary, if any, during the period approved for leave.

Accrued vacation or annual leave may be used, but is not required while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT ON MILITARY DUTY

RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT

Less than 31 days: Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from service.

More than 180 days: Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and
- separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be re-employed. However, if after re-employing the individual, documentation becomes available that shows one or more re-employment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires re-employment if an individual is called to active duty by the state.

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Book	KCKPS Board Policies
Section	G Personnel
Title	Workers Compensation
Code	GAOE
Status	Active
Adopted	June 25, 2013
Last Revised	November 24, 2015
Last Reviewed	November 10, 2015

GAOE Workers Compensation (See KFD)

Workers compensation coverage is provided for all employees as required by law. Coverage is not provided for volunteers. (See KFD)

Injury Report

An employee who is injured at work is required to notify the District's workers compensation coordinator, or, if the coordinator is unavailable, his/her supervisor within twenty (20) days of the injury or within thirty (30) days of repetitive trauma in order to be eligible for benefits.

Post-Injury Testing

Employees injured at work are required to submit to a post-injury chemical test as authorized by law and, if such test is refused, all workers compensation benefits shall be forfeited by the employee.

Choice of Physician

The district shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee refuses to use the designated provider, benefits will be limited as provided by law.

Coordination of Benefits

Disability Leave (see GARH): Employees, who are absent from work and receiving workers compensation benefits due to a work-related injury or are receiving district paid disability insurance, may use available Disability Leave to supplement the workers compensation or district paid disability insurance payments in accordance with district policy and to the extent permitted by law. In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her regular daily rate of pay.

Family Medical Leave (see GARH): workers compensation benefits and FMLA benefits shall run concurrently if both are applicable.

Return to Work

Any employee who is off work and drawing workers compensation shall be required to provide the designated workers compensation coordinator with a written doctor's release demonstrating fitness for duty before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under, disability leave shall terminate and those benefits under workers compensation shall be restricted as provided by law.

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[Policy Review - GAOE - Workers' Compensation.pdf \(27 KB\)](#)

[GAOE Workers Compensation 112415.pdf \(585 KB\)](#)

[GAOE 012715.pdf \(55 KB\)](#)



Book	KCKPS Board Policies
Section	G Personnel
Title	Family and Medical Leave
Code	GARI
Status	Active
Adopted	June 25, 2013
Last Revised	June 28, 2016
Last Reviewed	January 29, 2019

GARI Family and Medical Leave

Eligible employees who experience a qualifying event will be provided family and medical leave as required by the Family Medical Leave Act ("FMLA") and state law. The provisions of this policy are intended to comply with applicable law, including the FMLA and its enabling regulations. Terms used in this policy will have the same meaning as defined by the FMLA.

FMLA Eligibility

To be eligible for FMLA, employees must:

1. have been employed with the District for a total of at least twelve (12) months; and
2. have worked at least 1,250 hours during the 12-month period immediately preceding the first day of FMLA qualifying leave. For purposes of this policy, the 12-month period shall be defined as beginning on the first day of the employee's FMLA leave. Full-time teachers are deemed to meet the 1,250 hours eligibility test.

Medical Events Qualifying for FMLA Coverage

Parental and Child Care Leave: Eligible employees may use up to twelve (12) weeks of leave for the birth and care of an employee's child or placement and care of a child through adoption or foster care. Leave must be taken with twelve (12) months following the birth, placement or adoption of the child. Leave may not be used intermittently or on a part-time basis without the prior approval of the district.

Family Illness: Eligible employees may use up to twelve (12) weeks of leave to care for an employee's family member (spouse, qualifying child or parent) with a serious health condition.

Personal Illness: Eligible employees may use up to twelve (12) weeks of leave for a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her assigned duties.

Military Events Qualifying for FMLA Coverage (See GARID)

Exigency Leave: Eligible employees with a spouse, child or parent on active duty or called to active duty status in the National Guard or Reserves or regular Armed Services in support of a contingency operation and deployed to a foreign country may use up to twelve (12) weeks of leave to address certain qualified exigencies. Qualifying exigencies may vary but would include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counselling sessions and attending post-deployment reintegration briefings.

Military Caregiver Leave: Eligible employees may take up to twenty-six (26) weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been seriously injured or incurred a serious illness while deployed on active duty. The service member must be undergoing medical treatment, recuperation, or therapy; or be in outpatient status; or be on the temporary disability retired list. The medical treatment, recuperation or therapy may begin at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Notice of Family Medical Leave

Employees should submit requests for Family Medical Leave in writing to Human Resources. Notice should ordinarily be provided at least thirty (30) days in advance of the Family Medical Leave. Employees who have been approved for intermittent Family Medical Leave should report absences in accordance with normal reporting procedures by identifying the Leave as Family Medical Leave on the absence notification. Failure to follow absence reporting procedures may result in disciplinary action.

Unforeseeable Event: If Leave is not foreseeable, then notice should be provided as soon as possible normally within one (1) or two (2) business days of learning of the need for leave. The request may be made verbally, with a follow-up request in writing indicating the beginning date and anticipated return to work date.

Foreseeable Leave for a Planned Medical Treatment: Employees must make a reasonable effort to schedule the treatment so as not to unduly disrupt the District's operation subject to the approval of the health care provider of the employee, child, spouse or parent of the employee, as appropriate. The District reserves the right to place an employee taking Leave for a foreseeable planned medical treatment in an alternative position with equivalent pay and benefits that would accommodate intermittent absences associated with the treatment.

Review of Leave Request

Upon receipt of notice from the employee, the District will provisionally designate the employee's leave as FMLA Leave pending receipt of required documentation which must be received within fifteen (15) calendar days from the beginning date of the Leave request. If the employee fails

to provide the required documentation or the District is not otherwise been able to confirm that the employee's leave qualifies as FMLA Leave, then the Leave will not be designated as FMLA Leave.

Required Documentation - Qualifying Medical Event

Parental Leave: Employees must submit a statement that contains information outlined in United States Department of Labor form WH-380-E and/or WH-380-F for the birth and care of an employee's child. Employees seeking Parental Leave for the placement and care of a child through adoption or foster care must provide written certification from the employee's attorney or adoption agency stating that the employee is the process of adopting or becoming a foster parent, describing any anticipated reasons for leave and estimating how long the process is expected to take.

Family Illness: Employees must submit a statement that contains information outlined in United States Department of Labor form WH-380-E.

Personal Illness: Employees must submit a statement that contains information outlined in United States Department of Labor form WH-380-E.

Required Documentation - Qualifying Military Event

Exigency Leave: Employees must submit a statement that contains information outlined in United States Department of Labor form WH-384.

Military Caregiver Leave: Employees must submit a statement that contains the information outlined in United States Department of Labor Form WH-385.

Updated Information. If Leave extends beyond thirty (30) calendar days, the District may require periodic updates and/or recertification for continued FMLA Leave.

Review of Medical Certification. The District may require, at its expense, the opinion of a second health care provider designated or approved, but not regularly employed, by the District. IF this second opinion differs from the first opinion, the District may require, at its expense, the opinion of a third health care provider, designated or approved jointly by the employee and District. The opinion rendered by the third health care provider is final and binding on the employee and the District.

Coordination of Leave

Family Medical Leave provided by the District is without pay. However, employees are required to use any other available paid or unpaid Leave concurrently with Family Medical Leave. This includes Disability Leave, Personal Leave, Vacation Leave, Legal Leave, Workers' Compensation Leave and Overtime Compensatory Leave. (See GARIF, GARH, GAOE and GCA). All available paid Leave must be exhausted before Leave without pay is authorized. Employees on Family Medical Leave are not eligible for Bereavement Leave, Emergency Leave, Professional Leave or Political Activity Leave. (See GARH and GAHB).

The total duration of both paid and unpaid leave under this policy shall not exceed twelve (12) weeks during any 12-month period or twenty-six (26) weeks during any 12-month period for service member leave. The substitution of paid leave for unpaid leave does not extend the 12-workweek leave period.

Health and Other Insurance Benefits: Employees on Family Medical Leave remain eligible to participate in the health and other insurance benefits in the same manner as they participated immediately prior to taking Family Medical Leave. Employees must continue to pay their portion of any costs or premiums for such benefits, through elective payroll deductions or otherwise, and the failure of the employee to pay their portion may result in the cancellation of the benefit. The District will continue to pay the employer portion of the cost of group health benefits in the same manner as paid immediately prior to the leave. The District may terminate group health coverage if the employee's portion of the payment is not received within thirty (30) days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least fifteen (15) days prior to the termination. Family Medical Leave does not constitute a qualifying event under COBRA. If the district becomes aware that the employee will not return to work, and as a result ceases to be on leave, a COBRA qualifying event may occur. If the employee on Family Medical Leave fails to return to work for reasons other than a serious health condition or other circumstances beyond his or her control, the district may recover the premium paid for the employee's continued health coverage during the leave.

Coordination with Other Employee Benefits

No additional benefits will accumulate or accrue during Family Medical Leave.

Coordination of Family Medical Leave of Spouses: A married couple with both spouses employed by the District are limited to a combined total of twelve (12) workweeks of FMLA Leave during a 12-month period for the birth, adoption or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent with a serious health condition. Each spouse may be entitled to additional FMLA Leave for other qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and twelve (12) workweeks, but not more than a total of twelve (12) workweeks per person). For example, if each spouse took six (6) weeks due to his/her own serious health condition or to care for a child with a serious health condition.

A married couple with both spouses employed by the District are limited to a combined total of twenty-six (26) workweeks of leave to care for a military caregiver leave during a single 12-month period. The twenty-six (26) workweek time period will be reduced, however, by the number of days of leave the employee took under the Act for other qualifying reasons.

Return to Work

Reinstatement to Same or Equivalent Position: Employees returning to work from Family Medical Leave are entitled to return to the same position he/she previously held or to an equivalent position with equivalent employment benefits and other terms and conditions of employment. However, an employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA Leave not been taken. Thus, an employee would not be entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

Medical Clearance: Any employee who takes Family Medical Leave for his or her own serious health condition will be required to submit a fitness for duty certification from the employee's treating physician stating that the employee is able to return to work. The District shall have the right to delay restoration of employment until the employee provides the required fitness for duty certificate. If the employee fails to provide either a fitness for duty certification or a new medical certification for a

serious health condition at the time that the Family Medical Leave is concluded, then the employee may be terminated.

Failure to Return to Work: If an employee fails to return to work following the conclusion of Family Medical Leave, the employee will be considered to have voluntarily resigned. This provision shall not apply to employees on Family Medical Leave who are eligible for additional time off pursuant other available Leave.

Outside Employment

Outside employment while on Family Medical Leave for an employee's own serious health condition is prohibited. (See GAQC).

Special Rules for Instructional Employees

Any employee who works primarily in an instructional capacity and requests a period of Leave near the conclusion of the academic term may be required to continue the Leave until the end of the academic term. When an instructional employee requests Leave that is foreseeable on planned medical treatment and which would last longer than 20% of the total number of working days during the Leave period, the District may require the employee to choose either:

1. to take the leave for a period or periods of particular duration, not greater than the duration of the planned treatment of the illness; or
2. transfer temporarily to an available alternative position for which he/she is qualified, which has equivalent pay and benefits, and which better accommodates the leave schedule.

When an instructional employee begins any leave more than five (5) workweeks before the end of the academic term, the district may require the employee to continue taking leave until the end of the term, if:

1. The leave is at least three (3) weeks.
2. The employee's return would occur during the last 3-week period of the academic term.

When an instructional employee begins any leave more than five (5) workweeks before the end of the academic term for the birth or placement of a child or for the serious health condition of a child, parent or spouse and the leave is for more than five (5) working days, the district may require the employee to continue taking leave until the end of the term, if:

1. The leave is longer than two (2) weeks.
2. The employee's return would occur during the last 2-week period of the academic term.

If an instructional employee begins leave less than three (3) workweeks before the end of the academic term for the birth or placement of a child or for the serious health condition of a child, parent or spouse and the leave is for more than five (5) working days, the district may require the employee to continue taking leave until the end of the academic term.

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Approved: KASB Recommendation - 9/97; 2/98; 4/07; 6/08; 6/09; 6/16

[Policy Review - GARI - Family and Medical Leave.pdf \(61 KB\)](#)

[GARI Family and Medical Leave 062816.pdf \(191 KB\)](#)

[GARI Family and Medical Leave 120815.pdf \(1,092 KB\)](#)



Book	KCKPS Board Policies
Section	G Personnel
Title	Legal Leave
Code	GARIF
Status	Active
Adopted	November 24, 2015
Last Reviewed	January 29, 2019

GARIF Legal Leave

Eligible district employees are entitled to time off from work as required by law which shall be designated as Legal Leave. Legal Leave includes but is not limited to employees who are summoned to jury duty or subpoenaed to testify in a legal or administrative proceeding. Legal Leave does **not** include participation by an employee in personal civil or criminal legal or administrative proceedings unless time off from work is required from the employer by law. Employees who need to take Legal Leave should notify his/her immediate supervisor at least three (3) days in advance of the absence and shall provide any documents which support the Leave such as a summons or subpoena to Human Resources.

Jury Duty

An employee who is required to perform services as a juror shall be paid full salary for the period of such services provided that:

- The employee notifies his/her immediate supervisor at least three (3) days in advance of the absence that a jury summons has been received and provides a copy of the jury summons to Human Resources.
- The employee submits reimbursement for court per diem, along with proof of the court payment amount, to the Business Office within sixty (60) days of the date of jury service.
- The employee presents to the Board within sixty (60) days the endorsed (uncashed) check issued by the court for the number of days of such service.
- The proceeds of the court payment shall be retained by the District.

Legal Proceedings and/or Subpoenas

An employee served with a summons or subpoena that requires him/her to spend time away from the job for the purpose of testifying in either a deposition, a court of law, or before an administrative body shall notify his/her immediate supervisor as soon as possible after being served.

If the summons or subpoena relates to the employee's job duties or assignment with the District, the employee shall be paid full salary and reimbursed for expenses for the period of such services provided that:

- The employee notifies his/her immediate supervisor at least three (3) days in advance of the absence that a summons or subpoena has been received and provides a copy of the summons or subpoena to Human Resources.
- The employee presents to the Board within sixty (60) days the endorsed (uncashed) check issued for any witness fee for such service.
- The employee submits reimbursement for per diem and mileage, along with proof of any witness payment amount, to the Business Office within sixty (60) days of the date of service. (see GAN)
- The proceeds of the witness fee, per diem or mileage shall be retained by the District.

Should an employee be required to spend time away from the job in response to a summons or subpoena for the purpose of testifying in a matter relating to reasons other than the employee's job duties or assignment with the District, the employee may apply to use any paid leave available to the employee as Personal Leave or Emergency Leave in accordance with Policy GARH. If no paid leave is available to employee, such leave will be without pay.

Voting

Any employee who is registered to vote may leave work for a period of up to two (2) hours to vote during an election conducted by the county election officer on the day of such election. If the polls are open before or after the employee's work shift, however, the employee may only take such time off that, when added to the amount of time before or after work that the polls are open, does not exceed two (2) hours. District can specify the particular time when the employee may be absent as long as that time is not during a regular lunch break. Time off for voting will be considered paid time off.

Board Reviewed 11/10/2015
Board Adopted 11/24/2015



Book	KCKPS Board Policies
Section	G Personnel
Title	Political Activities
Code	GAHB
Status	Active
Adopted	June 25, 2013
Last Revised	October 17, 2016
Last Reviewed	October 17, 2016

GAHB Political Activities

Holding Public Office

Employees who become a candidate for public office shall continue to properly and fully perform all of his/her assigned duties or take appropriate leave if available (see policy GARH). Employees may apply to the board for a leave of absence without pay for the purpose of conducting a campaign.

Employees shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate, or the advocacy of any political issue. For the purpose of this policy, "advocacy of any political issue" shall not be deemed to include providing information on educational matters to elected officials.

Employees elected or appointed to a public office which restricts the employee's ability to properly and fully perform all of his/her

assigned duties, shall take appropriate leave if available (see policy GARH), or, if no leave is available, may apply to the board for a leave of absence without pay for a period of time determined by the board.

Employees who are absent from work to conduct campaigns or serve in public office and whose absence is deemed an unauthorized absence may be terminated in accordance with policies GARH and GAP.

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[GAHB Policial Activities 101716.pdf \(47 KB\)](#)

[GAHB Political Activities 112415.pdf \(489 KB\)](#)

[GAHB Political Activities.pdf \(40 KB\)](#)

[GAHB Political Activities 06262020.pdf \(369 KB\)](#)