

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Academic Decathlon

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

The Academic Decathlon is a yearlong position created to provide opportunities for high school students to experience the challenges of rigorous team and individual competition. Designed to provide a forum for celebrating and acknowledging scholastic achievement and academic excellence in the context of a team environment, the Academic Decathlon provides high school students the opportunity to participate in an educational forum that fosters a deep respect for knowledge, cooperation, and self-esteem.

The Academic Decathlon (AD) is a team competition in academics for high school students in grades nine through twelve. Academic Decathletes compete in teams of six to nine students. AD involves students of all levels of academic achievement; to ensure that the program is inclusive of students of varying ability levels, AD requires that each team include at least two "A" or "honors" students, two "B", or "scholastic students; and two "C" and below, or "varsity" students.

EDUCATION AND EXPERIENCE

Bachelor's degree and teaching credential required. Knowledge and experience in Academic Decathlon desired.

SPECIFIC RESPONSIBILITIES

The Academic Decathlon coach will be responsible for the followings:

- Recruiting of students in grades 9-12 that meet the requirements of Academic Decathlon competition
- Meeting with students, as necessary, to prepare for the Fresno County Academic Decathlon competition
- Recruiting volunteers to assist in Academic Decathlon competitions
- Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
- Attend a local sponsored practice sessions with students.
- Notify other teachers about student academic competition opportunities.
- Schedule regular practice sessions/lessons
- Complete all paperwork related to school/student participation applications.
- Inform parents, District & Community of all scheduled activities in a timely manner.
- Attend all competition activities in which the students are participating.
- Attend ceremonies at which the students are recognized for their participation in the academic competitions.
- Prepare press releases for multiple media outlets and send to PIO for dissemination.
- Communicate effectively both orally and in writing.
- Solicit input from colleagues in pertinent subject areas.

- Attend all Academic Decathlon practices and competitions
- Prepare all team members for competitions
- Attend Fresno County Academic Decathlon Super Quiz and awards presentation.
- Perform related work as required

SPECIFIC QUALIFICATIONS

The Academic Decathlon coach will have:

- Experience with Academic Decathlon
- Strong written, verbal communication, and interpersonal skills
- Meet deadlines
- Good organizational, time management, and problem-solving skills
- Work well independently as well as part of a team
- Exercise flexibility, initiative, good judgment, and discretion

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Club Sponsor

Classification: Certificated

Reports to: Principal or Designee

Salary Range: Refer to CBA

SUMMARY

Club Sponsor is a yearlong position, under the general direction of an assigned Principal or designee, to provide all students the opportunity to participate in the educational and occupational opportunities available; to follow the policies and regulations established by the school district.

All clubs must promote the advancement of student and school interests, provide community service and promote the welfare of the school.

Club Sponsors must provide the following for approval:

- Club Name
- New Club Petition – signed by students, including names and grade levels
- Club Purpose
- Club Goals
- Frequency of meetings, fundraisers, field trips, etc.
- Student Membership Qualifications
- Club Faculty Advisor
- Elected Club Officials: President, Vice President, Secretary, Treasurer, Historian, Other
- Approvals from Student Council, ASB President, Site Activity Director, and Principal

ESSENTIAL JOB FUNCTIONS

- Determine appropriate action within clearly defined guidelines.
- Present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
- Seek to establish friendly and cooperative partnerships between home and school.
- Work to develop a positive public relationship between the school district and the community.
- Will carry out assignments in a timely manner.
- Supervise all fundraising activities.
- Keep accurate records on budget expenditures.
- Assist students with any and all competitions.
- Actively recruit members
- React positively to directives.
- Have a willingness to cooperate with the superintendent, district administrators, principals and staff.
- Strive to maintain and improve professional competence.
- Take necessary precautions to protect students, equipment, materials and facilities.
- Understand, model and implement the board policy code of ethics to all students and fellow colleagues. Adhere to School Board of Education Policies and Procedures.

- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Drama Coach**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

Seasonal position under the general direction of an assigned Principal or designee, to coordinate the activities in the resources center, support classroom based career development programs and curriculum, and maintain the career center at an assigned high school site to meet the needs of the students and staff.

ESSENTIAL JOB FUNCTIONS

- Confer with district and site administration to schedule annual performances
- Ensure all assistants have been cleared by HR prior to contact with students
- Procure costumes, props, and concessions as needed
- Hold auditions, select cast and hold parent/cast meeting
- Collaborate with site and/or district staff to arrange for the use of facilities
- Collaborate with technical director, properties master, costume designer, accompanist, choreographer, and vocal coach (as applies)
- Arrange for choreographer, vocal coach, etc, as needed
- Conduct after school and/or weekend rehearsals
- Oversee publicity for all production related duties, i.e., advertising, program construction, etc.
- Inform parents of all scheduled activities in a timely manner
- Communicate with students involved in the production and their parents to ensure students' grades are satisfactory
- Facilitate and attend all performances
- Adhere to school district policies and procedures
- Responsible for all drama students' conduct when representing Central Unified School District, ie., rehearsals, performances
- Arrange for transportation to/from performances as applies
- Perform related work as required

These are for the touring troupe

- Complete and submit field trip requests
- Arrange for lodging, festival fees, etc. for touring troupe as applies

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Forensics Coach

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

Yearlong position under the general direction of an assigned Principal or designee, to provide assistance to the Speech and Debate (Forensics) Program Director supporting the program's goal of motivating and preparing students to compete at regional/national level. Guide and encourage students to develop and fulfill their academic potential both in the classroom and the speech & debate team; work towards improving the team's performance each year.

ESSENTIAL JOB FUNCTIONS

- Coordinate weekly research and practicum assignments and supervise practice debates and training sessions.
- Provide individual and group training in preparation for tournament competitions.
- Establish the team roster and supervise, judge and coach the forensic team at competitions.
- Select, organize, and publish competition schedule.
- Respond to or solicit invitations to tournaments.
- Be well-informed on competition rules, policies and procedures that govern intercollegiate competitions.
- Develop competition schedule.
- Establish and facilitate opportunities for Forensic team participation in tournaments.
- Knowledge of rules, policies, and procedures that govern intercollegiate competitions.
- Travel to/from forensic tournaments and complete travel paperwork. Ensure the safety of students by adhering to both the team and the district's rules and regulations while traveling.
- Establish performance requirements, monitor academic requirements, and verify student's eligibility to participate in forensics/debate activities.
- Design and conduct recruitment/outreach programs to attract new debate team members.
- Meet with Administrator to review goals for the debate team.
- Maintain the integrity and reputation of the forensic community by teaching and modeling integrity, commitment, and diligence.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: History Day**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

Seasonal position under the general direction of an assigned Principal and in coordination with the district designee, to coordinate the conducting and presentation of original research on historical topics that match the National History Day theme and that meets the needs of students, in grades 4-12.

ESSENTIAL JOB FUNCTIONS

- Provide time and supervision, as needed, for students to conduct activities.
- Knowledge of rules and regulations for competitions and communicating them to team.
- Facilitate weekly meetings/work sessions before and after school as needed.
- Prepare and submit all required forms on time (transportation, parent permissions, registration, etc.)
- Build strong team participation through program communications with school, students, parents, and community.
- Recruit and select students for participation and obtain parent volunteers.
- Attend all competition and student recognition activities in which the students are participating.
- Ensure safety protocols are communicated and followed.
- Order and maintain supplies when necessary.
- Coordinate school site History Day/demonstration of projects.
- Encourage student participation at all grade levels.
- Inform parents of all scheduled activities in a timely manner.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Holiday Joy**Classification:** Certificated**Reports to:** Principal or Designee**Salary Range:** Refer to CBA

SUMMARY

Seasonal position during November and December. The Coordinator will prepare the Holiday Joy Food Drive information fliers and announcements for food collection and distribution. Working with the school's student body officers, the collection boxes should be decorated and placed in designated locations. At the conclusion of the collection campaign, the coordinator will establish a team of individuals to sort food to prepare for pick-up by the district. Coordinator will also establish a team of volunteers to help in the distribution of the food on the second or third Saturday in December.

ESSENTIAL JOB FUNCTION

- Attend district Holiday Joy meetings
- Prepare fliers and announcements for students, parents and staff
- Collect and decorate collection boxes
- Establish class or school competitions as incentives for students to donate food items
- Sort food items by category and prepare for pick-up of items
- Establish a team of individuals to help with the distribution of items one Saturday in December
- Participate in the annual distributing of items one Saturday, in December
- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Jog-A-Thon**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

Seasonal position under the general direction of an assigned Principal or designee, to coordinate the activities for a school wide Jog-A-Thon.

ESSENTIAL JOB FUNCTIONS

- Calendar event date and submit FUR.
- Organize event in a systematic manner.
- Supervise Jog-A-Thon day of event.
- Solicit support as needed.
- Organize volunteers.
- Communicate to teachers, nurse, administration, and applicable staff about dates, time, and schedule.
- Encourage student participation.
- Create and duplicate fliers for distribution.
- Complete all paperwork related to the event.
- Create procedures for money collection following ASB or PFC procedures.
- Inform parents/community of all scheduled activities in a timely manner via multiple forms of communication.
- Adheres to school district policies and procedures.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Site Leadership Team (SLT) - Elementary & Middle School

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

This is a yearlong position, under the general direction of the Principal or designee, to provide vision and leadership to develop, administer and monitor educational programs that optimize the human and material resources, including time and space, available for a successful and safe school program for students, staff and community.

ESSENTIAL JOB FUNCTIONS

- Must be available to meet monthly for at least 1-hour outside of the duty day
- Members serve as a link between the grade level and the Leadership Team
- Members distribute information to the grade level and bring concerns to the Leadership Team
- Members will be active participants in collaboration
- Members must be comfortable acting as the voice for the grade level and Leadership Team
- Members will help promote a positive climate while upholding the district's vision, mission and goals
- Ensure the academic program meets or exceeds yearly student outcome goals as defined by Central Unified and the State of California.
- Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents.
- Collaborate with school staff to ensure positive communication and effective systems of support. Ensure use of effective, research-based teaching methodologies and practices.
- Foster culture of professionalism among teachers and staff.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Site Leadership Team (SLT) – High School

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

This is a yearlong position, under the general direction of the Principal or designee, to provide vision and leadership to develop, administer and monitor educational programs that optimize the human and material resources, including time and space, available for a successful and safe school program for students, staff and community.

ESSENTIAL JOB FUNCTIONS

- Must be available to meet monthly for at least 1-hour outside of the duty day.
- Set and enforce rigorous standards for student achievement and behavioral expectations that are in line with the goals of Central High School.
- Ensure the academic program meets or exceeds yearly student outcome goals as defined by Central Unified and the State of California.
- Assist in the development of organizational goals and objectives consistent with the vision, mission and values of the High School.
- Maintain active involvement in the WASC planning process with the WASC leadership team.
- Lead teachers and work collaboratively with the Vertical Team Leaders in developing a healthy school culture aligned with the vision, mission and values of the school and the district.
- Lead teachers and work collaboratively in developing a healthy school culture aligned with the vision, mission and values of the school and the region.
- Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents.
- Ensure the safety and security of all students, staff, visitors, public and property.
- Ensure appropriate standards of student behavior, performance, and attendance.
- Collaborate with school staff to ensure positive communication and effective systems of support. (Staff to include custodian, office team, library staff, etc.).
- Ensure use of effective, research-based teaching methodologies and practices.
- Implement data-driven instruction and lead discussions about student performance.
- Keep abreast of successful instructional methodologies and practices.
- Foster culture of professionalism among teachers and staff.
- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Mock Trial

Classification: Certificated

Reports to: Principal or Designee

Salary Range: Refer to CBA

SUMMARY

Advisor is a yearlong position, which will oversee, guide, and direct the Mock Trial members in the activities they participate in and the meetings that are held in conjunction with the Mock Trial Tournament in collaboration with Legal/Educational Partnership. To organize and supervise all aspects of administration, operations and coaching of the competitive Mock Trial Team.

ESSENTIAL JOB FUNCTIONS

- Recruits and selects team members
- Seek information regarding student academic competitions.
- Notify other teachers about student academic competition opportunities.
- Encourage student participation.
- Schedule regular practice sessions with students.
- Complete paperwork related to school/student participation applications.
- Inform parents of scheduled activities in a timely manner.
- Attend all competition activities in which the students are participating.
- Attend ceremonies at which the students are recognized for their participation in the academic competitions.
- Knowledge of rules and regulations for Mock Trial competitions and eligibility.
- Assists students in interpreting Federal, State and local laws, and case law.
- Assists students with procedures for presenting a Mock Trial case.
- Assists students with the rules of evidence, rules of competition, rules of conduct for the Mock Trial. Organizes, schedules and attends Mock Trial rehearsals and competitions, as required.
- Schedules court dates, presiding judge, scoring judge, attorney coach and any other required legal representation.
- Arranges and schedules transportation in a timely manner.
- Selects, orders, and obtains materials needed for practice and preparations.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Odyssey of the Mind Coach**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

The Odyssey of the Mind Coach is a season position, under general direction of the Principal or designee, is responsible for the school's Odyssey of the Mind Program. The Odyssey of the Mind Coach will facilitate the team, develop the program and provide students with a rewarding extracurricular team experience. The Odyssey of the Mind competition consists of teams that utilize creative problem solving, team building, and brainstorming skills. Odyssey of the Mind is a combination of theater and problem solving with a twist. Students use talents in music, dance, visual arts, props, construction, engineering and more.

ESSENTIAL JOB FUNCTIONS

- Provide time and supervision, as needed, for students to conduct activities.
- Knowledge of rules and regulations for competitions and communicating them to team.
- Facilitate weekly meetings/practices before and after school as needed.
- Prepare and submit all required forms (transportation, parent permissions, registration, etc.)
- Build strong team participation through program communications with school, students, parents, and community.
- Recruit and select students for participation and obtain parent volunteers.
- Attend competitions and student recognition activities in which the students are participating.
- Ensure safety protocols are communicated and followed.
- Order and maintain supplies when necessary.
- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: PBIS Coordinator

Classification: Certificated

Reports to: Principal or Designee

Salary Range: Refer to CBA

POSITION GOALS:

- Ensure that PBIS is implemented with integrity in the school
- Communication with other members of school PBIS team
- Knows the research and practices related to school wide behavioral support, including applied behavioral analysis, and the ability to use a variety of observational and interviewing skills

QUALIFICATIONS & EXPECTATIONS:

- Works in the school
- Attend PBIS and supplemental trainings as needed
- Promotes shared decision making but has the authority to initiate change (i.e. work closely with administrator/decision maker)
- Flexibility to attend leadership workshops
- Attend monthly/bi-monthly after school meeting with district network
- Act as a liaison between school and district about PBIS
- Submit monthly meeting minutes/support documents electronically
- Train, promote, and advocate for PBIS supports at school staff meetings as needed
- Ensure completion of PBIS assessment surveys as requested.
- Share relevant resources, draft articles/newsletters, etc. to support site PBIS initiatives
- Support administrator in coordination and communication of school and district level PBIS initiatives
- Data collection in building (i.e. big five and academic data of SWIS)
- Ensure expectations are taught, reinforced, and monitored at the school wide level
- Celebrations
- Facilitation of monthly Universal Team meetings, including creating an agenda
- Communication of PBIS activities at faculty meetings
- Collect and analyze PBIS specific data (i.e. team checklist, SET, EBS, School profile, school data form)
- Communicate with parent/parent liaison/PTA/PTO
- Network with other internal coaches, external coaches and sub-region coordinators
- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Peach Blossom**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

Seasonal position under the general direction of the Principal and district designee, to coordinate school and school site representation to our district Peach Blossom Festival in order to expose Central students, in grades 1-6, oral interpretation and performance.

ESSENTIAL JOB FUNCTIONS

- Knowledge of Peach Blossom Festival.
- Notify other teachers about student academic competition opportunities, timelines & guidelines.
- Encourage student participation.
- Schedule regular practice sessions with students.
- Complete all paperwork related to school/student participation applications.
- Inform parents of all scheduled activities in a timely manner and notification for any health needs to nurse.
- Attend all competition activities in which the students are participating.
- Attend ceremonies at which the students are recognized for their participation in the academic competitions.
- Prepare press releases for school and local newspapers.
- Coordinate school site Peach Blossom/demonstration of projects
- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Read Across America

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

Seasonal position under the general direction of an assigned Principal or designee, to coordinate the activities in the resources center, support classroom based career development programs and curriculum, and maintain the career center at an assigned high school site to meet the needs of the students and staff.

ESSENTIAL JOB FUNCTIONS

- Works with library services supervisor to coordinate site visits from readers representing the district office.
- Site representative schedules outside visitors to their site as long as visits do not interfere with any district wide activities.
- Encourage student participation
- Complete all paperwork related to school/student participation applications.
- Inform parents of all scheduled activities in a timely manner.
- Attend all competition activities in which the students are participating.
- Attend ceremonies at which the students are recognized for their participation in the academic competitions.
- Prepare press releases for school and local newspapers.
- Adheres to school district policies and procedures.
- Encourage school participating and reading for enjoyment.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Red Ribbon Week**Classification:** Certificated**Reports to:** Principal or Designee**Salary Range:** Refer to CBA

SUMMARY

Seasonal position under the general direction of the Principal or designee, to coordinate the activities for a site event celebrating Red Ribbon Week.

ESSENTIAL JOB FUNCTIONS

- Coordinate activities for Red Ribbon Week and provide important learning opportunities.
- Select a theme to go with activities for the week
- Designate dress up days and create flyer for home communication
- Plan and organize Red Ribbon rally and/or activities for the week
- Select, order, and distribute items for students for the week (i.e. bracelets, charms, ribbons, pencils, erasers...)
- Coordinate with Student Council and leadership students to decorate the school and make pledge poster
- Create timeline for grade levels to sign pledge poster
- Provide time and supervision, as needed, for students to conduct activities.
- Ensure safety protocols are communicated and followed.
- Ensure activities are inclusive for all students and educational programs on campus.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Robotics Coach

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

The Robotics Coach is a seasonal position, under the general direction of the Principal or designee. It is responsible for the school's Robotics Program. The Robotics Coach will facilitate the team, develop the program and provide students with a rewarding extracurricular team experience. The Robotics competition consists of three elements where teams of up to ten students work together to solve real world problems. Teams build and program a robot to perform various given tasks. Teams learn more about the yearly theme by designing a project to share that solves a real world problem. The Core Values component of the competition allows teams to demonstrate and be scored on how they show respect for their teammates, coaches, and other competitors.

ESSENTIAL JOB FUNCTIONS

- Provide time and supervision, as needed, for students to conduct activities.
- Read rules and regulations for competition and communicate them to team.
- Facilitate weekly meetings/practices before and after school as needed.
- Prepare and submit all required forms (transportation, parent permissions, registration, etc.)
- Build strong team participation through program communications with school, students, parents, and community.
- Recruit and select students for participation and obtain parent volunteers.
- Attend all competition and student recognition activities in which the students are participating.
- Ensure safety protocols are communicated and followed.
- Order and maintain supplies when necessary.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: School GATE Coordinator

Classification: Certificated

Reports to: Principal & District GATE Coordinator

Salary Range: Refer to CBA

SUMMARY

Under the direction of the Principal and the District GATE Coordinator, plan and support the implementation of the site's gifted program; assure that the GATE program at the school is equitable, ongoing, and responsive to the needs, interest, and abilities of gifted students; develop positive relationships and provide effective leadership with students, staff, and parents of gifted learners.

EDUCATION AND EXPERIENCE

Has obtained, or is in the process of obtaining, a Central Unified GATE Certificate.

SPECIFIC RESPONSIBILITIES

- Work with the principal and the district GATE personnel to coordinate the GATE program for the school and assist with the monitoring of the Schoolwide Cluster Grouping Model.
- Develop, implement and evaluate additional enrichment opportunities for gifted learners including academic competitions. Competitions must meet the district requirement of group collaboration, cooperation, goal setting, high reasoning skills, creativity, and presentation.
- Develop a plan to recruit gifted students for academic competition.
- Provide and/or work with the district GATE personnel to provide in-service in gifted education for identification, classroom instruction and implementation of the school GATE program.
- Attend workshops and meetings to stay informed about current ideas and practices in gifted education and to represent the needs of gifted students in school planning.
- Ensure communication among the GATE staff at the school site and provide resources for teachers with individual GATE students and clusters of gifted learners.
- Establish and facilitate opportunities for parents to learn about giftedness. Provide resources that are readily available for teachers and parents in order to improve both the educational and social/emotional needs of the gifted learner.
- Participate as a member of the evaluation team in the selection and placement of students in the GATE program when necessary.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Science & Engineering Fair

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

Seasonal position under the general direction of an assigned Principal or District Designee, to provide support and direction to teachers and students by facilitating the investigation and demonstration of real world projects utilizing STEM principles for participation at the site, district, regional and state fair level. (Grades 2-12)

ESSENTIAL JOB FUNCTIONS

- Effectively direct all information and resources from District office to appropriate teachers and students.
- Schedule regular meeting/support sessions with teachers and students.
- Monitor and emphasize key project deadlines and checkpoints throughout process.
- Ensure that all paperwork related to school/student participation are complete and submitted on time.
- Coordinate and monitor documents pertinent to school/student participation.
- Coordinate school site Science Fair/demonstration of projects.
- Inform parents of all scheduled activities in a timely manner.
- Encourage student participation at all grade levels.
- Attend all competition activities in which the students are participating.
- Attend ceremonies at which the students are recognized for their participation.
- Prepare press releases for school and local newspapers.
- Celebrate student centered/project based learning and Central's future student scientists/innovators!
- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Science Olympiad Coach**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

The Science Olympiad Coach is a seasonal position, under general direction of an assigned Principal or designee, is responsible for the school's Science Olympiad Program. The Science Olympiad Coach will facilitate the team, develop the program and provide students with a rewarding extracurricular team experience. The Science Olympiad competition consists of events reflecting areas such as earth science, engineering, chemistry, physics, geology, and technology. Emphasis is placed on active hands-on group participation.

ESSENTIAL JOB FUNCTIONS

- Provide time and supervision, as needed, for students to conduct activities.
- Knowledge of rules and regulations for competitions and communicating them to the team.
- Facilitate weekly meetings/practices before and after school as needed.
- Prepare and submit all required forms (transportation, parent permissions, registration, etc.).
- Build strong team participation through program communications with school, students, parents, and community.
- Recruit and select students for participation and obtain parent volunteers.
- Attend all competition and student recognition activities in which the students are participating.
- Ensure safety protocols are communicated and followed.
- Order and maintain supplies when necessary.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Spelling Bee**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

Seasonal position under the general direction of an assigned Principal or designee, to coordinate the activities for the site Spelling Bee, as well as preparation for both the district Spelling Bee and if necessary, County, State and National Spelling Bee.

ESSENTIAL JOB FUNCTIONS

- Knowledge of information regarding coordination of Spelling Bee.
- Communicate with teachers regarding student opportunities.
- Encourage student participation.
- Schedule regular practice sessions with students and provide resources for at home practice.
- Knowledge of rules and regulations for competitions and communicating them to the team, teachers and parents.
- Complete paperwork related to school/student participation applications.
- Inform parents of scheduled activities in a timely manner.
- Attend competition activities in which the students are participating.
- Attend ceremonies at which the students are recognized for their participation in the academic competitions.
- Prepare press releases for school and local newspapers.
- Adheres to school district policies and procedures.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Student Council – Elementary**Classification:** Certificated**Reports to:** Principal**Salary Range:** Refer to CBA

SUMMARY

A teacher will be selected annually to supervise and coordinate all activities of the student council. Provide support for all participating students while encouraging an enhanced appreciation of school and community. This position will require periods of time to extend beyond the school day.

PERFORMANCE RESPONSIBILITIES:

- Coordinate student council elections, class representatives and assembly
- Plan monthly meetings and keep meeting minutes in an organized manner
- Coordinate student council activities and school wide events
- Communicate with parents in regard to upcoming events
- Work with the site secretary, as needed

ESSENTIAL JOB FUNCTIONS

- Administers the Associated Student Body program exhibiting and instilling strong examples of leadership.
- Assists the principal in appointing class/activity advisors to class/student activity groups.
- Assists Principals in preparing the annual ASB budget with the assistance of the ASB Student Council, reviewing and approving the final budget.
- Supervises fundraising activities, cash handling, and required reconciliation procedures.
- Submits new activities proposed by students to the Principal for approval.
- Coordinates the implementation of the annual financial budget.
- Guide students in completing cash handling procedures/reconciliations.
- Communicates school programs to the community.
- It is the duty of the advisor to meet with the student group to make plans. The advisor must know what is going on at all times. No group may take official action without approval of the advisor.
- Be in attendance during any activity your group is sponsoring or holding. If unable to attend, it is the responsibility of the advisor to find another school employee as a replacement.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Student Council - Middle School & High School

Classification: Certificated

Reports to: Principal or Designee

Salary Range: Refer to CBA

SUMMARY

Yearlong position under the general direction of an assigned Principal or designee, to coordinate the activities and the resources related to the Associated Student Body funds and body, along with the election and management of its body and officers.

ESSENTIAL JOB FUNCTIONS

- Administers the Associated Student Body program exhibiting and instilling strong examples of leadership.
- Assists the principal in appointing class/activity advisors to class/student activity groups.
- Prepares the annual ASB budget with the assistance of the ASB Student Council, reviewing and approving the final budget.
- Supervises fundraising activities, cash handling, and required reconciliation procedures.
- Submits new activities proposed by students to the Principal for approval.
- Coordinates the implementation of the annual financial budget.
- Approves purchases with ASB Funds.
- Approves projects of class/student activity groups.
- Approves all disbursements from the ASB checking account.
- Advises the ASB Student Council and ASB Executive Officers meeting as an ASB Student Council Advisor.
- Oversees ASB Student Council Meetings and works with the ASB President to set the agenda.
- Provides for supervision at class/club activities when necessary.
- Guide students in completing cash handling procedures/reconciliations.
- Communicates school programs to the community.
- Maintains records, as determined by state records retention information.
- It is the duty of the advisor to meet with the student group to make plans. The advisor must know what is going on at all times. No group may take official action without approval of the advisor.
- Ensure that your club participates in Club Day. You need to have at least 1 student representative at your table to distribute information and take sign-ups.
- Allow the students to conduct their meetings and merely guide them in proper use of basic parliamentary procedure, and record keeping.
- Have an updated constitution on file in the Activities Office.
- Ensure that minutes are taken at every meeting and turned in to the Activities Office at least once a month.
- Be in attendance during any activity your group is sponsoring or holding. If unable to attend, it is the responsibility of the advisor to find another school employee as a replacement.
- Perform related work as required

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting

and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Technology Specialist

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

The technician is a yearlong position responsible for answering calls and e-mail messages directed to the Tech Specialist regarding technology issues and providing in-person support, training and assistance at school site as directed by the Principal.

ESSENTIAL JOB FUNCTIONS

- Basic understanding of computers, printers, projectors, smart boards, scanners, digital and document cameras, and parent interface devices in the main offices.
- Knowledge of Microsoft operating system
- Working knowledge of PC software including word processing (MS Word, Google DOCs), spreadsheets (MS Excel, Google Sheets), E-Mail (MS Outlook/Gmail) and Internet Browsers (Internet Explorer, Chrome, Safari).
- Ability to make contacts and develop effective working relationships, maintaining a high degree of professionalism, requiring tact and judgment to support the end user
- Requires well developed sense of strategy and timing, ability to prioritize duties
- Ability to interface with technical IT personnel in order to discuss technical issues pertaining to user related problems.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Yearbook – Elementary

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

Yearlong position under the general direction of an assigned Principal or designee.

ESSENTIAL JOB FUNCTIONS

- Supervises all yearbook staff meetings and related activities.
- Assists with the bidding process and in selecting a publishing company.
- Schedules and facilitates photography for the yearbook.
- Supervises all copy and photography selections for appropriateness and accuracy.
- Be responsible for meeting yearbook deadlines for publication and distribution.
- Assists students in the preparation and monitoring of a yearbook budget, including sale of books, pictures, and advertising as established by school accounting procedures.
- Maintain communications with the contracted yearbook production company.
- Maintain communications with the contracted photography company.
- Maintain current and effective knowledge of necessary technology for yearbook production.
- Manage collection and documentation of yearbook funds in accordance with District policies.
- Understand and teach the elements of good page design and journalistic writing style.
- Understand and use technology for digital photography and computer-based page design.
- Guide students in yearbook coverage and content that is ethical, inclusive, and fair.
- Organize and support students who will photograph school events both during and after school hours. Organize and support students as they plan and conduct interviews for writing yearbook copy.
- Assist students in proofreading yearbook before for publication.
- Assist students in yearbook sales and distribution, which may include work during summer break. Maintain and organize a photographic library of student photos.
- Meet all yearbook company deadlines, which may include working into the summer break.
- Ensure that the yearbook is free of pranks or rude, offensive, or harassing content.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Yearbook Advisor – Middle School & High School

Classification: Certificated

Reports to: Principal or Designee

Salary Range: Refer to CBA

SUMMARY

Yearlong position under the general direction of an assigned Principal or designee. 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 high school yearbook advisor is responsible for supervising all aspects of the yearbook production.

ESSENTIAL JOB FUNCTIONS

- Establishes guidelines and criteria for the selection of staff.
- Supervises all yearbook staff meetings and related activities.
- Assists with the bidding process and in selecting a publishing company.
- Schedules and facilitates photography for the yearbook.
- Supervises all copy and photography selections for appropriateness and accuracy.
- Be responsible for meeting yearbook deadlines for publication and distribution.
- Assists students in the preparation and monitoring of a yearbook budget, including sale of books, pictures, and advertising as established by school accounting procedures.
- Maintain communications with the contracted yearbook production company.
- Maintain communications with the contracted photography company.
- Maintain current and effective knowledge of necessary technology for yearbook production.
- Manage collection and documentation of yearbook funds in accordance with District policies.
- Understand and teach the elements of good page design and journalistic writing style.
- Understand and use technology for digital photography and computer-based page design.
- Guide students in yearbook coverage and content that is ethical, inclusive, and fair.
- Organize and support students who will photograph school events both during and after school hours. Organize and support students as they plan and conduct interviews for writing yearbook copy.
- Assist students in proofreading yearbook before for publication.
- Assist students in yearbook sales and distribution, which may include work during summer break. Maintain and organize a photographic library of student photos.
- Meet all yearbook company deadlines, which may include working into the summer break.
- Ensure that the yearbook is free of pranks or rude, offensive, or harassing content.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Young Author's Faire

Classification: Certificated

Reports to: Principal

Salary Range: Refer to CBA

SUMMARY

Seasonal position under the general direction of an assigned Principal or designee, to coordinate the activities for students to participate in site Young Authors' Faire both at their school site and at the County level reception.

ESSENTIAL JOB FUNCTIONS

- Attend workshops and meetings to stay informed about current ideas and practices regarding the Young Authors' Faire (YAF)
- Ensure communication among staff at the school site and provide resources for teachers with YAF students.
- Establish and facilitate opportunities for parents to learn about YAF. Provide resources that are readily available for teachers and parents.
- Encourage student participation.
- Schedule regular practice sessions with students to review, edit and publish work.
- Complete all paperwork related to school/student participation applications. Submit student work to FCOE within requested time frame.
- Knowledge of rules and regulations for competitions and communicating them to team, teachers & parents.
- Inform parents of all scheduled activities in a timely manner.
- Attend all competition activities in which the students are participating.
- Attend ceremonies at which the students are recognized for their participation in the academic competitions.
- Prepare press releases for school and local newspapers.
- Adheres to school district policies and procedures.
- Perform related work as required.

PHYSICAL ABILITIES

School and office environment; driving a vehicle to conduct work; frequent standing, walking or sitting; use of hands to handle or feel; reach with hands and arms overhead, above shoulders and horizontally; climb or balance; stoop, kneel or crouch; frequent lifting and/or moving 10 pounds; occasional lifting and/or moving up to 50 pounds; frequent writing and/or keyboarding; moderate to high level of stress, ability to operate a computer and assigned software/programs.