

HATTIESBURG PUBLIC SCHOOLS

JOB DESCRIPTIONS



Updated June 11, 2024

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ACADEMIC COACH

QUALIFICATIONS:

1. Three (3) years of successful classroom experience preferred
2. Master's degree in education or related field
3. Valid educational license

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides daily technical support in the areas of curriculum, assessments, data analysis, and technology
2. Serves as a content specialist to assist in the development and implementation of campus instructional plans that align with district goals and curriculum
3. Works with district personnel and campus administration to design and provide professional development focused on improving alignment and delivery of the written, taught and tested curriculum to increase student success and close performance gaps
4. Works with teachers and campus administration to analyze student data, diagnose instructional needs and identify research-based instructional strategies to close achievement gaps
5. Provides job-embedded professional development and instructional coaching for teachers through modeling engaging, standards-based teaching
6. Collaborates with district curriculum personnel, campus administration, and teachers to review and develop aligned curriculum components, including assessments
7. Provides individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners
8. Conducts teacher observations and walkthroughs and provides feedback that facilitates teacher reflection and growth
9. Works with curriculum specialists, campus administration, and team and/or grade-level teachers in planning standards-based lessons and assessments aligned to the district curriculum
10. Manages and distributes instructional resources to teachers and provides training on the use of those resources
11. Encourages and supports the implementation of technology and innovative strategies in the classroom
12. Attends district-level training and provides campus-level professional development in district initiatives
13. Provides ongoing feedback to campus administration to be used in the teacher evaluation process
14. Assists with the school's strategic plan
15. Assists in the development, monitoring and implementation of teacher intervention plans

16. Assists with the implementation and monitoring of campus and district initiatives
17. Assists in the collection, analysis and response to campus data
18. Serves as the teacher of record in the absence of a teacher as needed.
19. Attends school and district meetings/trainings as assigned
20. Serves as a member of the campus leadership team as required by the building principal
21. Demonstrates prompt and regular attendance
22. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
23. Perform other duties assigned by the supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

TITLE: ACADEMIC DEAN (High School)

QUALIFICATIONS:

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful administrative and/or supervisory experience preferred
3. Skilled in curriculum development, instructional design, instructional evaluation, staff development, and educational planning
4. Able to communicate effectively with a variety of lay and professional audiences

SUPERVISES: Certified and classified staff, students, instructional programs, and other duties as designated by the Building Principal

REPORTS TO: Building Principal

JOB GOAL: To assist the Building Principal in providing on-site administration and execution of the district goals, school goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists the Building Principal with devising, implementing, and articulating a strategic plan for achieving school goals as it relates to curriculum instruction
2. Assists the Building Principal in administering and submitting records, plans and reports as required by the district, State Department of Education, and federal guidelines
3. Assists the Principal in coordinating and developing the overall instructional activities and plans within the school in accordance with district administrative guidelines/expectations and state accreditation standards.
4. Supports and implements the district's instructional management plan and professional development plan
5. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
6. Coordinates the evaluation of instruction
7. Directs the development and improvement of the curriculum
8. Develops and implements appropriate in-service training
9. Models, demonstrates, and assists faculty in the instructional process
10. Develops activities and strategies for improvement of instruction and student performance
11. Assists faculty in securing materials to support instruction
12. Works with faculty to identify, develop and implement strategies in interdisciplinary projects
13. Coordinates the development of assessment instruments and guidelines for appraising student achievement in all academic areas
14. Provides staff development to ensure understanding of and promote the educational objectives of the district/school, and plans and administers programs of professional development activities for instructional personnel

15. Observes teachers in their classrooms and offers insights for the enhancement of the learning environment
16. Meets, as determined by the Building Principal, and provide continuous updates, written when requested, of the instructional progress of both students and faculty
17. Maintains a curriculum library for staff use
18. Assist classroom teachers in modifying classes/programs to ensure compliance with Individual Educational Plans(IEPs), accommodations, and interventions
19. Serves as the ex officio of all of all instructional departments
20. Attends school and district meetings/trainings as assigned
21. Serves as a member of the campus leadership team as required by building principal
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
24. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ACADEMIC/DEPARTMENT CHAIR

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field
2. Master's degree preferred
3. Valid educational license

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: The Academic/Department Chair is a coach and mentor to an assigned group of teachers and facilitates.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Plans and facilitates meetings focused on discussion and evaluation of student growth and teachers' use of new instructional strategies
2. Advises and supports team teachers with strategies and instructional skills to meet the specific needs of teachers and students
3. Observes and provides peer assistance and coaching through informal observations
4. Provides the necessary information, encouragement and support for the PLC team development
5. Provides demonstration lessons, provide staff development with colleagues by request to include team teaching
6. Assists in developing and implementing the standards-based curriculum at the team level
7. Assists in analyzing school and teacher/ student achievement data
8. Provides input regarding curriculum and assessment planning at the school-wide level
9. Communicates effectively with colleagues while coaching, listening, teaching, encouraging and demonstrating research-based practices
10. Records attendance at PLC team meetings
11. Provides daily technical support in the areas of curriculum, assessments, data analysis, and technology
12. Serves as a content specialist to assist in the development and implementation of campus instructional plans that align with district goals and curriculum
13. Assists with the school strategic plan
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ACADEMIC INTERVENTIONIST

QUALIFICATIONS:

1. Three (3) years of successful classroom experience
2. Master's degree in education and/or related field preferred
3. Valid educational license

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: To provide academic assistance to students; support and training to school administrators, school site staff, paraprofessionals, and parents in appropriate instructional intervention techniques, and provide support services to individual student(s) and or groups of students

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides individual or group support to students as outlined by building principal
2. Develops intervention plans
3. Collaborates and updates teachers and administrators regarding the progress of targeted students
4. Provides training to Teacher Support Team (TST) personnel and teachers on the Multi-Tiered Systems of Support procedures
5. Analyzes unique learning situations and offers alternative problem solutions to teachers and other related staff
6. Meets regularly with the Intervention Team (TST chairs, behavior specialist, principals, and other educational personnel) to influence, motivate, and monitor the outcomes of effective instruction and behavioral management techniques
7. Works with Intervention Teams as they strive to provide intervention suggestions to TST teams, teachers, and parents
8. Gathers and reviews reports from Intervention Teams regarding progress with the Multi-Tiered Systems of Support and TST referrals
9. Consults with parents and teachers on academic and behavioral needs of students
10. Provides follow-up to determine the effectiveness of services and intervention techniques
11. Demonstrates prompt and regular attendance
12. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
13. Performs other duties as assigned

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ACCOUNTING CLERK

QUALIFICATIONS:

1. High School graduate (Associate's degree in accounting or related field preferred)
2. Knowledge of basic accounting principles and accounting functions
3. Knowledge of modern business practices and procedures
4. Understanding of general payroll laws, policies, practices and principles
5. Ability to perform accurate mathematical computations
6. Ability to plan, organize, set priorities, and work independently
7. Ability to work under time constraints and deadlines, and shift when priorities change
8. Ability to communicate clearly orally and in writing
9. Ability to exhibit professionalism with district staff, vendors and the public
10. Ability to handle sensitive and confidential information responsibly and with integrity
11. Proficient in use of standard office equipment
12. Proficient in Microsoft Office and the ability to operate computerized accounting and spreadsheet programs
13. Ability to multitask
14. Ability to give attention to detail

SUPERVISES: N/A

REPORTS TO: Chief Financial Officer

JOB GOAL: Provide accounting and clerical support of the fiscal operations of the district.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provides daily direct support and assistance to the Chief Financial Officer
2. Assists in facilitating the approval of purchase requisitions
3. Enters purchase requisitions for district-wide and Business Office related purchases
4. Records daily deposits
5. Assists with the procurement and compliance of state and federal grant programs
6. Assists with updating grant budgets and requesting grant funds
7. Assists with reviewing grant balances and providing grant reports to directors monthly and upon request
8. Assists with disseminating monthly budget and activity fund reports
9. Assists with ensuring required reports are submitted to the Business Office
10. Reviews procurement files for proper calculation, authorization and documentation
11. Assists with fiscal/internal controls over athletic events and other school activities
12. Assists with fiscal management/internal controls over credit accounts
13. Maintains various logs and other manual record-keeping systems related to assigned functions
14. Reviews aging reports and keeps various accounts updated
15. Assists in the development of Business Office procedures and the updating of procedure manuals
16. Provides technical assistance to schools/departments on fiscal processes and accounting software

17. Assists with preparing, maintaining, verifying and reconciling all related financial activity, records and reports
18. Assists in the development and maintenance of computerized departmental records
19. Assists with special projects and reports as assigned
20. Assists in the resolution of unique issues
21. Assists with ensuring efficiency in the workflow of the Business Office
22. Serves as backup in other Business Office areas as needed
23. Assists with maintaining audit files and retrieving information for auditors and upon request
24. Assists other department personnel as appropriate and necessary
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ACCOUNTS PAYABLE CLERK

QUALIFICATIONS:

1. High School graduate (Associate's degree in accounting or related field preferred)
2. At least two years accounting, bookkeeping or related work experience
3. Ability to perform accurate mathematical computations
4. Ability to plan, organize, set priorities, and work independently
5. Ability to work under time constraints and deadlines, and shift when priorities change
6. Ability to communicate clearly orally and in writing
7. Ability to exhibit professionalism with district staff, vendors and the public
8. Ability to handle sensitive and confidential information responsibly and with integrity
9. Knowledge of accounting principles
10. Proficient in the use of standard office equipment
11. Proficient in Microsoft Office and the ability to operate computerized accounting and spreadsheet programs
12. Ability to multitask
13. Ability to give attention to detail

SUPERVISES: N/A

REPORTS TO: Chief Financial Officer

JOB GOAL: Payments to vendors in an efficient, timely and accurate manner.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Receives and forwards invoices for processing
2. Coordinates the collection of completed purchase orders (including work orders, receiving reports, invoices, etc.) from schools and departments for payment processing
3. Reconciles vendor statements monthly and maintains frequent contact with vendors to ensure accounts are current
4. Addresses vendor inquiries and resolves any account discrepancies
5. Verifies vendor database information is current; assists with the removal of inactive vendors
6. Performs monthly review of outstanding purchase order amounts to ensure encumbrances are accurately reflected
7. Inputs completed purchase orders into the system to provide timely payment of invoices (mid-month and end of the month)
8. Ensures reasonable pricing and available discounts for all goods and services
9. Prepares claims dockets for Board of Trustees review/ratification
10. Performs accounts payable check processing and routes payments to vendors
11. Files paid invoices timely and maintain all purchasing records and payment reports of the district
12. Assists in monthly review of claims payable balances
13. Prepares year-end payment reconciliations and processes vendor 1099s
14. Prepares monthly utility reports

15. Assists with retrieving information for auditors and upon request
16. Suggests and initiates modifications to improve workflow and/or procedures
17. Assists other department personnel as appropriate and necessary
18. Demonstrates prompt and regular attendance
19. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
20. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ACCOUNTING SUPERVISOR

QUALIFICATIONS:

1. Bachelor's degree in accounting or related field, and related work experience
2. At least two years accounting experience
3. Knowledge of state and federal purchasing regulations
4. Knowledge of budgeting and governmental accounting
5. Knowledge of computerized accounting systems
6. Ability to create and maintain extensive amounts of data and/or documentation in a highly organized manner and develop appropriate report formats
7. Ability to analyze, interpret and use data in decision-making
8. Ability to perform accurate mathematical computations
9. Ability to plan, organize, set priorities, and work independently
10. Ability to use considerable independent judgment
11. Ability to work under time constraints and deadlines, and shift when priorities change
12. Ability to communicate clearly orally and in writing
13. Ability to exhibit professionalism with district staff, vendors and the public
14. Ability to handle sensitive and confidential information responsibly and with integrity
15. Proficient in the use of standard office equipment
16. Proficient in Microsoft Office and the ability to operate computerized accounting and spreadsheet programs
17. Ability to multitask
18. Ability to give attention to detail

SUPERVISES: Departmental staff as assigned staff

REPORTS TO: Chief Financial Officer

JOB GOAL: Provide assistance in the timely and efficient administration of the fiscal affairs of the district and provide fiscal support to schools and departments.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Performs bank reconciliations and brings timely resolution of outstanding items
2. Performs initial review of purchase requisitions and facilitates the issuance of purchase orders
3. Enters purchase requisitions for Business Office and district-related purchases
4. Provides oversight in the monitoring of outstanding requisitions and purchase orders
5. Manages activity fund transactions and completes monthly activity fund reports
6. Coordinates the bid process for products and services requiring bids
7. Prepares and submits legal advertisements for notices, hearings and other required postings
8. Completes district credit applications for review and approval
9. Oversees credit accounts and ensures balances remain current
10. Maintains the vendor database
11. Provides guidance on travel procedures, handles travel card accommodations, and processes travel reimbursement requests

12. Manages teacher procurement card process, maintains card inventories, and assists with procurement card issues
13. Manages accounts receivable and ensures balances are current
14. Records daily deposits
15. Conducts price comparisons to ensure that all goods and services are offered at the lowest and best price possible
16. Maintains surety bond files and ensures proper coverage and payment
17. Processes workers' compensation claims, monitor losses and ensures payment of premiums
18. Ensures all debt payments are made according to debt schedules
19. Prepares 941 quarterly tax returns
20. Verifies weekly time and attendance records of Business Office staff for approval
21. Performs internal reviews of fiscal processes to ensures accuracy and integrity
22. Provides schools/departments with technical assistance on accounting software
23. Assists with the performance of year-end closing procedures and preparation of year-end financial statements
24. Assists with annual budget preparation
25. Manages petty cash and other small district office accounts
26. Assists with retrieving information for auditors and upon request
27. Assists in the development of Business Office policies and procedures
28. Supervises Business Office staff in the absence of Chief Financial Officer
29. Assists other department personnel as appropriate and necessary
30. Demonstrates prompt and regular attendance
31. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
32. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ALTERNATIVE CENTER ADMINISTRATOR

QUALIFICATIONS:

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful school administrative experience preferred
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments

SUPERVISES: Teaching and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at the assigned job site

REPORTS TO: Superintendent or designee

JOB GOAL: To provide on-site administration and execution of the district goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Directs and coordinates educational, administrative, and counseling activities at the alternative school.
2. Oversees educational services provided at the juvenile detention center.
3. Administers and submits records and reports as required by the district, State Department of Education, and federal guidelines
4. Devises, implements, and articulates a strategic plan for achieving school goals
5. Attends school board, district, staff, and other meetings and serves on committees
6. Communicates policies, procedures, and expectations to staff, students, and parents
7. Conducts all pupil promotion and retention activities in the school under guidelines established by the district Board of Trustees
8. Coordinates and develops the overall instructional activities and plans within the school in accord with district administrative guidelines/expectations and state accreditation standards
9. Develops programs to include teacher, student, and community input into the decision-making process
10. Encourages publicity of school activities (media releases), prepares and disseminates school bulletins and handbooks
11. Supports and implements the district's instructional management plan and professional development plan
12. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
13. Evaluates instruction
14. Formulates (frames) the school's mission and objectives related to district goals
15. Has an organized system of commending staff and students, both individually and collectively, for

accomplishment

16. Informs staff of their duties and responsibilities
17. Inspects the site and reports needs (ensures cleanliness, etc.)
18. Maintains inventories
19. Maintains student discipline
20. Manages and supervises school activities to avoid interruption of the school day
21. Organizes and supervises student services (registration, scheduling, programming, attendance, grade reports, guidance reports, and local, state, and federal reports)
22. Participates in local organizations and groups (such as memberships, presentations, attendance, etc.)
23. Participates in staff development in accordance with state and district guidelines and directives
24. Prepares reports and routine correspondence as necessary
25. Provides a systematic method of collective data on attendance, behavior, course performance, and other academic indicators
26. Provides collegial/collaborative structure for decision making through supportive internal and external relationships (such as P-16 councils, PLCs, PTAs, etc.)
27. Provides for the health, safety, and welfare of staff and students at all times
28. Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
29. Provides specific training activities to help classroom teachers and support staff improve instructional practice
30. Provides specific training activities to help teachers effectively address school disciplinary problems
31. Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
32. Recommends, supervises, and evaluates personnel
33. Supervises extracurricular activities
34. Uses funds properly to maintain equipment and supplies
35. Demonstrates prompt and regular attendance
36. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
37. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ASSISTANT BAND DIRECTOR (HIGH SCHOOL)

QUALIFICATIONS:

1. Degree in instrumental music
2. Certified in instrumental music
3. Must hold a valid Mississippi teaching license

SUPERVISES: N/A

REPORTS TO: Band Director and Supervising Principal

JOB GOAL: To assist the Band Director in developing each student an appreciation of music; teach techniques of instrumental performance; discover and develop the talents of pupils in the field of music; provide a high-quality experience in music and provide for musical growth and expression

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, in addition to the expectations outlined for teachers, but are not limited to:

1. Assists the Band Director with the instrumental music program for grades 6-12
2. Attends all band events
3. Provides student supervision before, during, and after band events and/or activities
4. Helps develop routines for half-time shows, school events, and public service appearances
5. Helps coordinate activities with the color guard majorettes, and other special groups
6. Helps develop and coordinate off-season activities (e.g., summer training clinics, etc.).
7. Provides for band participation at extracurricular events, including concerts, football games, basketball games, pep rallies, parades, and community events
8. Assists with the implementation of band trips in accordance with district policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events
9. Supports band booster club activities
10. Assists with tryouts for the band; informs administration and participants of final selections
11. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and as appropriate, civic functions that enhance the students' performing experience
12. Assists with preparing students and required documents for District and State auditions and competitions. Assists with making all arrangements
13. Maintains an equipment inventory as directed. Assists with the cleaning and repair of instruments as directed
14. Ensures that equipment is safe to use and available when needed
15. Assists in ordering supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations
16. Prepares lessons that reflect accommodations for individual student differences
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ASSISTANT COACH-ALL SPORTS

QUALIFICATIONS:

1. Proper certification by the State Department of Education
2. Such other qualifications as may be set by the administration

SUPERVISES: Students participating in a particular sport

REPORTS TO: Head Coach in conjunction with Athletic Director and Building Administrator

JOB GOAL:

To assist in providing leadership, supervision and organization of a specific athletic activity and to carry out the objectives to the total athletic program

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Has overall knowledge of the sport he/she is coaching.
2. Possesses the ability to motivate players.
3. Conducts himself/herself to be above reproach at all times.
4. Makes thorough preparation for carrying out his/her responsibilities at all practice/games.
5. Seeks to improve his/her coaching techniques.
6. Provides input and suggestions in planning practice schedules and game plans weekly.
7. Shows enthusiasm, pride and hard work during in-season/off-season.
8. Maintains rapport with the coaching staff and players.
9. Is willing to give his/her time and efforts during the off-season.
10. Maintains suitable conduct toward players and officials at practice and games.
11. Is appropriately dressed for practice and at games.
12. Shows support for all athletic programs and school-sponsored student activities.
13. Areas of assigned responsibility will include but not limited to:
 - a. Equipment/laundry
 - b. Weight room/Training room
 - c. Transportation
 - d. Video study
14. Performs other such duties and responsibilities as the principal and/or athletic director may assign.
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees. Resignation from coaching responsibilities is a resignation from teaching assignments, unless otherwise determined by district administration.

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ASSISTANT PRINCIPAL

MINIMUM QUALIFICATIONS:

1. AA certificate in Administration and Supervision preferred
2. Three to five years successful teaching experience preferred

SUPERVISES: Personnel as designated by the Principal

REPORTS TO: Building Principal

JOB GOAL: To assist the building principal to carry out the functions as outlined in the job description of the Principal in the interest of providing effective educational programs and experiences for students enrolled in the school, and to attain related goals and objectives of the school district as set by the Board of Trustees. To support a learning environment that is conducive to school achievement and safety.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers building affairs in the absence of the principal
2. Assists in establishing and maintaining positive community relations
3. Assists in integrating school improvement initiatives and ongoing professional learning
4. Assists in resolution of problems and conflicts as they arise between teachers, students, and parents
5. Assists in the administration of the curriculum, goals and objectives of the school and district, Board of Education policies, and state and federal regulations
6. Assists in the evaluation of instructional and non-instructional staff members
7. Assists in the recruitment of faculty and staff
8. Conducts staff meetings and professional development sessions as directed
9. Coordinate, support, participate, and attend school/parent activities (before, during, and after school)
10. Establishes and maintains proper contact with parents (including home visits)
11. Observes classroom instruction and provide constructive feedback to individual teachers
12. Patrols campus and supervises students
13. Plans, organizes, and directs school activities
14. Keeps the Principal informed of the school's activities and problems
15. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
16. Interprets and enforces district policies and administrative regulations
17. Maintains positive active relationships with students and parents
18. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students
19. Assumes responsibility for his own professional growth and development through memberships and participation in the affairs of professional organizations; through attendance at regional, state and national meetings; through enrollment in advanced courses and the like
20. Plans and supervises fire drills and emergency preparedness program

21. Serves as a member of such committees and attends such meetings as directed by the Superintendent/Principal
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
24. Perform other duties assigned by supervisor

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ASSISTANT SUPERINTENDENT - ACADEMIC PROGRAMS AND PROFESSIONAL DEVELOPMENT

QUALIFICATIONS:

1. Mississippi certificate in Educational Administration of Supervisors
2. Five years successful administrative and/or supervisory experience preferred
3. Skilled in curriculum development, instructional design, instructional evaluation, staff development, and educational planning
4. Knowledge of Mississippi College and Career Readiness Standards
5. Alternative and supplemental requirements as the Superintendent and Board of Trustees may find appropriate and necessary

SUPERVISES: Departmental and other staff as assigned

REPORTS TO: Superintendent

JOB GOAL: Supervise and coordinate the development, implementation, improvement, and evaluation of the district's total instructional program/provide instructional leadership to ensure that district programs keep abreast of educational progress and supports the vision, mission, goals, and beliefs of the District.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assists the Superintendent in developing, implementing, evaluating, and improving district instructional policies, programs, and procedures to guide and support classroom instruction
2. Provides leadership in the formulation, implementation, evaluation, and upgrading of the District's Instructional Management Plan
3. Provides leadership to maintain continuous and evolving curriculum development
4. Assists school principals and assistant principals in their roles as instructional leaders in their schools
5. Periodically reports the status of all programs to the Superintendent and the Board of Trustees as the Superintendent may request
6. Supervises and coordinates state and regional accreditation processes
7. Develops and implements procedures for selecting state-adopted textbooks and other instructional materials
8. Plans and manages a departmental budget; assists in the development of the district budget
9. Regularly monitors each program supervised with on-site visits and other contact interaction
10. Provides leadership in the development and implementation of district and state testing programs
11. Assists principals and teachers to make use of new technologies to improve instruction and instructional management
12. Assists principals to plan and implement programs based on identified student needs and resources available for the number of students enrolled
13. Assists school principals in recommending personnel decisions to the Superintendent relative to the employment, assignment, transfer, promotion, discipline, and dismissal of instructional staff
14. Approves supervised personnel, including teachers approved by their principals, to attend professional meetings, conferences, and conventions

15. Evaluates and supervises department heads and principals annually as designated by the Superintendent
16. Serves as point of contact for Quality Learning Task (QLT)
17. Chairs various committees having curriculum or instructional charges
18. Reports new program developments and student performance data to the media, PTA(s) and other lay groups
19. Provides professional growth and development through staff development programs, professional meetings, study of professional literature, and information on graduate courses
20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ASSISTANT SUPERINTENDENT - PERSONNEL AND SCHOOLS

QUALIFICATIONS:

1. Mississippi certificate in Educational Administration and Supervision
2. Master's degree in Educational Administration and Supervision; Doctorate degree preferred
3. Five years' experience in educational administration
4. Knowledge of Education Employment Procedures Law and related due process procedures
5. Alternative and supplemental requirements as the Superintendent and the Board of Trustees may find appropriate and necessary

SUPERVISES: Shared supervision of all district employees; direct supervision personnel staff, operations, student services and activities, and school resource officers

REPORTS TO: Superintendent

JOB GOAL: Assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services, by using leadership, supervisory, and administrative skills to plan, coordinate, and supervise human resource functions and personnel, develop and communicate policy and procedures to all employees of the Hattiesburg Public School District. Work closely with consultant and superintendent on yearly revisions and/or additions to the Policies and Procedures Manual for the District. Distribute annually to all district administrators and board members.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Performs administrative functions in the absence of the superintendent that require immediate action or is subject to EEPL timelines
2. Ensures district operates in accordance with accreditation process standards
3. Oversees the planning, development, monitoring, updating, and implementation of policies
4. Ensures the annual performance appraisals of personnel are conducted in a timely and appropriate manner
5. Periodically monitors each program supervised with on-site visits and other contact interaction
6. Coordinates and directs all operations of the district's personnel office to include personnel hiring, separation, evaluation, and records management
7. Spearheads employee recruitment efforts to include job announcements, job fairs, and advertisements
8. Updates the job description manual with any newly formed positions and the removal of any old positions
9. Continues professional growth and development through staff development programs, professional meetings, study of professional literature, and/or additional graduate courses
10. Develops and disseminates personnel timeline
11. Conducts substitute teacher trainings and process
12. Responsible for the annual update of the employee handbooks
13. Keep track and handle all personnel complaints and grievances
14. Advise principals, supervisors, and other administrators on personnel issues that arise
15. Attend career and job fairs that are geared toward K-12 education

16. Demonstrates prompt and regular attendance
17. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
18. Perform other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ATHLETIC COORDINATOR/DIRECTOR

QUALIFICATIONS:

1. AA certificate in Administration and Supervision (preferred)
2. Experience as a head coach is preferred
3. Ability to work with principals, athletic directors, game officials, the community, and other groups
4. Ability to organize and manage programs of athletics as an integral part of the total educational program of the district
5. Ability to work with all coaches and assist where possible; ability to evaluate the coaches and make recommendations to the principals

REPORTS TO: Superintendent or designee

SUPERVISES: Departmental staff

JOB GOAL: The Athletic Coordinator/Director goals are to provide leadership, organization, and supervision for all athletic/activity programs in the school district.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Serves as chief administrator of all athletic programs of the District; works with administrators in selection and assignment of coaches and athletic staff
2. Evaluates job performance of all head coaches/sponsors in the district with annual written evaluations submitted to principal or his/her designee using documentation as an accurate instrument in evaluation
3. Coordinates and supervises the scheduling of all athletic events in conjunction with building administrators
4. Serves as the liaison between the athletic programs and Hattiesburg Athletic Booster Club, Hattiesburg City Parks and Recreation, and other related groups
5. Serves as liaison between all athletic programs and their respective booster clubs, banquets,
6. Helps organize in-service training programs for high school and middle school athletic staff
7. Prepares and assists in the administration of athletic budget and coaching supplies; processing bills, game gratuities, travel and meal expenses, and legitimate reimbursements for athletic events to accounting office; schedules necessary travel and meal arrangements for athletic teams in the school district
8. Formulates and administers an athletic inventory system
9. Provides for staging home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity
10. Prepares bids in cooperation with Chief Financial Officer for equipment, supplies, uniforms, and athletic programs
11. Ensures that all athletic facilities are kept clean and submits requests for repair or improvement of facilities
12. Arranges details of visiting teams' needs and make necessary arrangements for use of non-school playing fields/facilities
13. Coordinates sales of individual tickets for all games
14. Meets regularly with high school and middle school personnel to inform them of guidelines

related to the overall program

15. Determines and monitors eligibility of each athlete prior to participation in any practice or game
16. Ensures that medical screening for each student athlete has been provided prior to participation in any practice game
17. Establishes an atmosphere that ensures open lines of communication through regular coaches meetings as well as meeting with selected school and community groups
18. Establishes open lines of communication with the community that promote and foster understanding, cooperation, and acceptance of the athletic program in the eyes of the community
19. Ensures that all policies and rules of the National Federation, Mississippi High School Activities Association, State Department of Education, and school administration are updated and enforced
20. Informs all coaches of rules and regulations pertaining to conduct of athletics programs (i.e. handbook, in-service programs, and updates) ensuring that they are thoroughly understood
21. Develops a procedure to notify parents and student athletes of rules/regulations that apply to participation
22. Has knowledge of MHSAA regulations and implements them consistently
23. Enforces rules/regulations with established actions/penalties that are clearly stated and given to parents, student athletes, and coaches
24. Coordinates with school district security personnel to provide for security and parking at athletic events
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ATHLETIC TRAINER (LICENSED)/CERTIFIED ATHLETIC TRAINER

QUALIFICATIONS:

1. Board of Certification - Athletic Trainers
2. Mississippi State Dept. of Health - Professional Licensure
3. Maintain 50 continuing education units per two years
4. Thorough knowledge of anatomy and physiology, psychology, hygiene, nutrition, taping, strength and conditioning, flexibility, prevention of injury methodology, and protective equipment
5. Ability to apply diplomacy and get along with others while protecting the athletes' well-being at a level of physical fitness that will enable the athletes to achieve their maximum potential
6. Ability to use specialized medical training, equipment, and techniques such as cardiopulmonary resuscitation, and automatic external defibrillator
7. Communicate effectively with staff, parents, school sites, community, medical personnel, and athletes

SUPERVISES: Practicum athletic trainer students from local universities and colleges

REPORTS TO: Executive Director of Student Services and Activities/Athletic Director/Coordinator

JOB GOAL: To coordinate and administer a comprehensive healthcare program for all student athletes.

TYPICAL DUTIES AND RESPONSIBILITIES:

To provide immediate care of injured and to carry out rehabilitation under the direction of medical personnel:

1. Serves as a well-trained healthcare professional who is an integral part of the athletic program.
2. Implements prevention of injury program, immediate treatment, and rehabilitation procedures for the injured
3. Establishes daily hours of operation for the athletic training rooms. Supervises the athletic training rooms, which includes the requisition and storage of supplies and equipment, maintains records and a current inventory of equipment, and assists in the preparation of the annual budget
4. Recognizes the severity of the injury, administer proper first aid, and refers student athletes for the necessary medical attention
5. Develops a plan for emergency healthcare involving student athletes
6. Carries out treatment plan for student athletes and keeps the coach informed of the student athlete's physical and emotional condition
7. Uses knowledge of first aid equipment ranging from bandages and splints to emergency transportation devices to treat student athletes
8. Plans and administers therapeutic, strengthening, and corrective exercises; demonstrates competency in heat and cold therapy, electrical muscle stimulation, ultrasound, and other modalities
9. Implements injury prevention skills such as the building or fitting of protective equipment, taping, and wrapping
10. Counsels student athletes in seeking proper medical assistance for follow-up care and/or

- surgery
11. Provides first aid equipment and/or coverage for visiting teams
 12. Receives and reviews each student athletes' Pre-Participation Eligibility Form
 13. Maintains individual records on each student athlete's medical condition throughout his/her eligibility
 14. Maintains records of first aid care rendered for every student athlete who sustains a sports related time loss injury as well as records of progress for all treatment
 15. Conducts in-service programs for the coaching staff in the care and prevention of athletic injuries
 16. Observation of inclement weather and implementation of safety procedures
 17. Demonstrates prompt and regular attendance
 18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
 19. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BAND DIRECTOR (HIGH SCHOOL)

QUALIFICATIONS: Must hold a valid Mississippi teaching license Certified in instrumental music

SUPERVISES: Assistant Band Directors under the direction of the building principal

REPORTS TO: Supervising Principal

JOB GOAL: To develop each student an appreciation of music; teach techniques of instrumental performance; discover and develop the talents of pupils in the field of music; provide a high quality experience in music and provide for musical growth and expression

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, in addition to the expectations outlined for teachers, but are not limited to:

1. Coordinates the instrumental music program grades 6-12
2. Establishes performance requirements, enforces academic requirements, and verify each student's eligibility to participate in band
3. Supports band booster club activities
4. Attends scheduled practices during the off season
5. Organizes and conducts tryouts for the band; informs administration and participants of final selections
6. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and as appropriate, civic functions that enhance the students' performing experience
7. Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal
8. Prepares students and required documents for District and State auditions and competitions. Makes all arrangements
9. Maintains an accurate inventory of school-owned instruments
10. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required
11. Orders all supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations
12. Develops and implements plans for the instrumental music program and show written evidence of preparation as required
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BAND DIRECTOR (MIDDLE SCHOOL)

QUALIFICATIONS:

1. Must hold a valid Mississippi teaching license in instrumental music

SUPERVISES: N/A

REPORTS TO: Supervising Principal and Director of Bands

JOB GOAL: To develop each student an appreciation of music; teach techniques of instrumental performance; discover and develop the talents of pupils in the field of music; provide a high-quality experience in music and provide for musical growth and expression

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, in addition to the expectations outlined for teachers, but are not limited to:

1. Directs the instrumental music program grades 6-8
2. Assists with High school band
3. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in band
4. Provides for band participation at extracurricular events, including concerts, pep rallies, parades, and community events
5. Attends scheduled practices during the offseason
6. Complies with federal and state laws, MSHSAA rules, and board policies
7. Supports band booster club activities
8. Organizes and conducts tryouts for the band
9. Oversees scheduling and other arrangements for the rehearsals and concerts
10. Prepares students and required documents for District and State auditions and competitions.
11. Maintains an accurate inventory of school-owned instruments. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required
12. Orders all supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations
13. Develops and implements plans for the instrumental music program
14. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students in accordance with established district procedures and budget allocations
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BEHAVIOR SPECIALIST

QUALIFICATIONS:

1. Master's Degree in Behavior Analysis, Clinical Psychology, Behavioral Psychology, Social Work or a related field
2. Proven ability to independently develop, implement, and adjust behavior intervention programs.
3. Experience in supervisory or leadership roles, mentoring junior staff, or leading behavior intervention initiatives.
4. Demonstrated proficiency in collecting, analyzing, and interpreting behavior data to inform intervention strategies.
5. Knowledge of multi-tiered systems of support and interventions
6. Experience in a related field

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: Behavior specialists are responsible for generating in both regular education setting as well as those students implementing programs to effect a change in behavioral and social problems for students eligible for severely emotionally disturbed and autistic programs; (s) he is also available for consultation to school personnel and parents of these students

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Develop and implement individualized behavior intervention plans
2. Use professional expertise and independent judgment to assess student needs
3. Creates tailored intervention strategies, and monitor progress, ensuring alignment with best practices and ethical standards.
4. Assisting in programs for these students that are consistent with the total educational philosophy and goals of the School Board
5. Continuing professional growth through educational meetings, visiting related facilities, reading professional literature, and exchanging ideas among the district staff
6. Working in coordination with other teachers and administrators in planning and developing the Behavioral Program
7. Working as a team member in the development and implementation of inclusion procedures
8. Conducting workshops, training, in-service presentations, etc. in classroom management techniques and other topics for the purpose of developing skills and establishing effective relationships with special education students.
9. Participating as a team member in the identification of social/behavioral problems
10. Assisting with, implementing, and following up on behavioral management programs for students to affect behavioral and social changes
11. Participating in the development of the individual educational programs for these students
12. Participating as a team member in the evaluation of student progress
13. Assisting other professionals with student crisis intervention
14. Planning and conferring with the classroom teacher(s) of these students as requested concerning

- any behavioral, social, or personal problems affecting the students
15. Developing and conducting in-service activities regarding techniques for behavioral changes, social, or personal problems of students
 16. Assisting the teachers of these students with the development of crisis prevention plans
 17. Providing training for paraprofessionals with the programs in the areas of behavior management skills and affective education
 18. Coordinating and conducting individual parent education and counseling sessions with the parents of these students
 19. Assisting parents in locating and obtaining community resources which are available to these students and their families
 20. Updating and maintaining information concerning parent training
 21. Assisting in developing and maintaining home-school relations in crisis situations with these students
 22. Completing reports for appropriate local and state educational agencies
 23. Assisting with the development and maintenance of program evaluation procedures
 24. Assisting with case-management and team problem-solving with other behavioral specialists, agency personnel, and other appropriate professionals on a regular basis
 25. Demonstrates prompt and regular attendance
 26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
 27. Performs other duties as assigned

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BUS AIDE/MONITOR

QUALIFICATIONS:

1. High school diploma or other comparable training or experience
2. Other requirements as deemed necessary for specific district need(s)
3. Be able to obtain and maintain CDL Driver's License

SUPERVISES: N/A

REPORTS TO: Transportation Supervisor

JOB GOAL: Perform responsible support work assisting with the transportation of pupils with transportation needs to and from school, providing help to the school bus driver; securing passengers in their seats; assisting students boarding and leaving the school bus

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assist students on and off buses
2. Ensure that all student passengers, including those in wheelchairs and braces, are properly secured in their assigned seats or wheelchair slot
3. Assist in controlling student behavior
4. Tend to the special needs and conditions of each student
5. Learn bus routes, schedules, and pickup points
6. Assist substitute drivers with directions
7. Keep abreast of route and bus stop changes and student daycare arrangements
8. Assist drivers in conducting bus evacuation drills
9. Assist drivers in maintaining a clean bus interior
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees

EVALUATION:

Annually

*May be in conjunction with primary position

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BUS DRIVER

QUALIFICATIONS:

1. Must be 18 Years of Age, valid school Bus Driver's Certificate issued by MS Department of Education Approved Instructor
2. Possess or be willing to obtain a Class B Commercial Driver's License with a "P" and "S" endorsement
3. Have at least 20/40 Corrected or Uncorrected Visual Acuity in each eye
4. Have an acceptable driving record with no convictions deemed disqualifying under the MS Commercial Driver's License Law, Sections 63-1-73 through 63-1-90, MS Code as Amended
5. Demonstrated sufficient strength, agility, hearing, and visual acuity to exercise safe control over the school bus and passengers
6. Negative result from Pre-Employment Drug Test
7. MVR Motor Vehicle Record Performed on file before employment.

SUPERVISES: N/A

REPORTS TO: Transportation Supervisor

JOB GOAL: To provide safe and effective transportation so that students may take full advantage of the complete range of curricular and extracurricular activities offered by the District.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Obeys and observes all traffic laws and mandatory safety regulations for school buses
2. Maintains discipline when students are on the bus and report disorderly conduct to the Transportation Supervisor promptly using the school bus conduct form
3. Discharges students at authorized stops only
4. Keeps assigned schedule
5. Keeps assigned school bus clean
6. Transports authorized students only
7. Performs daily pre-trip inspection of school bus
8. Notifies the mechanic in case of mechanical failure
9. Immediately reports all accidents and completes the required accident reports
10. Exercises responsible leadership when on a school trip
11. Exercises good conduct and courtesy to other motorists and members of the community
12. Successfully completes the district staff development program
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BUS MECHANIC ASSISTANT/SHOP HELPER

QUALIFICATIONS:

1. Must be 18 Years of Age, valid school Bus Driver's Certificate issued by MS Department of Education Approved Instructor
2. Currently possess or be willing to obtain a Class B Commercial Driver's License with a "P" and "S" endorsement
3. Have at least 20/40 Corrected or Uncorrected Visual Acuity in each eye
4. Have an acceptable driving record with no convictions deemed disqualifying under the MS Commercial Driver's License Law, Sections 63-1-73 through 63-1-90, MS Code as Amended
5. Demonstrated sufficient strength, agility, hearing, and visual acuity to exercise safe control over the school bus and passengers
6. Negative result from Pre-Employment Drug Test
7. MVR Motor Vehicle Record Performed on file before employment.

SUPERVISES: N/A

REPORTS TO: Transportation Supervisor

JOB GOAL: To assist the Mechanic and Transportation Supervisor in ensuring the safe operation of all motor vehicles within the district through proper care and maintenance.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Conforms to all state laws and regulations regarding school transportation
2. Maintains safety standards regarding the operation of all district vehicles
3. Assists the Mechanic and Transportation Supervisor in the repair, care and maintenance of all district vehicles
4. Assists the Mechanic and Transportation Supervisor in processing requests for the loan of all school vehicles concerning extracurricular activities
5. Assist Mechanic and Transportation Supervisor in any other duties assigned in fulfilling the responsibilities necessary to ensure the safe operation of the district transportation system
6. Serve as a bus driver as needed
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CAMPUS ENFORCEMENT OFFICER

QUALIFICATIONS:

1. Completion of the Reserve Police Officer Basic Course; and,
2. Forty (40) hours of MDE-sanctioned in-service training per year is recommended

SUPERVISES: NA

REPORTS TO: Chief School Resource Officers and Building Administration

JOB GOAL: Promote school safety and physical security for school-related activities.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities may be assigned, including but not limited to:

1. Patrols school buildings and grounds to prevent theft, vandalism, and illegal entry.
2. Assists principal and other staff in maintaining a safe school climate.
3. Confronts unauthorized persons for questioning, routes, or detains them and/or calls district security office for assistance.
4. Patrols school grounds to detect unauthorized persons or vehicles.
5. Works with building administrator to conduct weapon checks.
6. Assists with loading and unloading children on and off the buses.
7. Assists with directing traffic at school site when necessary.
8. Maintains records and makes reports as needed
9. Subject to call at all times in case of special needs or emergency
10. Reports for duty physically fit, mentally alert, neatly and properly groomed, with the prescribed uniform and equipment
11. Uses the vehicle assigned to them in the safest and economical manner
12. Completes the 40-hour MDE-sanctioned in-service training per year
13. Performs background checks of all intended employees
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees

EVALUATION:

Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CARPENTER

QUALIFICATIONS:

1. High School Graduate
2. Trade School Graduate desirable
3. Knowledge of the standard practices, methods, materials and tools of the carpenter trade
4. Knowledge of properties, uses and adaptabilities of different kinds of woods and other building materials
5. Knowledge of hazards and safety precautions of the trade
6. Skilled in the use of tools, materials, and equipment of the trade
7. Skilled in operating hand saw, planer, jointer, shaper, table saw, wood lathe, drill press, sanding machine, router, electric drill and other tools and equipment of the trade
8. Ability to work from specifications and blueprints
9. Ability to climb ladders, build and climb scaffolds and work from either
10. Working knowledge of door closure devices and panic-bars
11. Working knowledge of locksmith operations; key-way systems and diagnostics; ability to operate duplicate key machine, re-key locks and troubleshoot malfunctioning hardware
12. Ability to drive and operate a motor vehicle with a trailer
13. Ability to get along with people
14. Valid Mississippi driver's license

SUPERVISES: N/A

REPORTS TO: Director of Operations or designee

JOB GOAL: To provide efficient, safe customer service to all sites to support an environment conducive to learning

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Repairs and replaces windows, doors and building hardware throughout the school district
2. Repairs and maintains locks, door closers, panic hardware and window opening mechanisms
3. Constructs, repairs and maintains tables, cabinets, counters and flooring
4. Repairs, replaces and maintains acoustical ceilings, covered walkways and blinds
5. Protects and maintains tools and equipment
6. Follows safety codes and regulations
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CASE MANAGER

QUALIFICATIONS:

1. A valid Mississippi (A) License in Special Education or a related field
2. AA administrative license preferred
3. Demonstrates the academic progress of students under his/her leadership and articulates the methods used to achieve those results
4. Knowledge of data-driven instructional practices
5. Experience with student progress monitoring related to Individualized Education Plans and Multi-Tiered Systems of Support
6. Experience in co-teaching settings
7. Ability to work cooperatively and positively with parents/guardians
8. Ability to work collaboratively
9. Has knowledge of special education process
10. Has knowledge and basic understanding of children with disabilities
11. Have skills to document and report proceedings in compliance with special education regulations

SUPERVISES: N/A

REPORTS TO: Director of Exceptional Children and Health Services or Supervising Administrator

JOB GOAL: An individual appointed to ensure compliance with State and Federal regulations by ensuring the completion and accuracy of all aspects of the assessment, IEP Development and placement process for a child referred for a comprehensive assessment

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assist professional staff in the identification of learning disabilities, development of planned remediation and evaluation of student progress
2. Assist in the development and implementation of student behavior management programs; communicate with teachers and other involved personnel regarding behavior management programs
3. Participate in building special education team meetings to facilitate ongoing and open communication with all team members regarding ongoing and upcoming needs related to evaluation and IEPs
4. Complete case management documentation verifying timelines met in accordance with MDE regulations
5. Serve as a member of the district eligibility team
6. Review eligibility determinations for all students moving in
7. Review all initial referrals and requested re-evaluations and track the comprehensive assessment process
8. Staff students daily with the district assessment team
9. Assign, track and review all mandated three-year re-evaluations
10. Make and track psychometrists assignments by school
11. Complete integrity checklist for comprehensive evaluations

12. Review and track all speech-language initials and re-evaluations
13. Provide support/training for SPED teachers in the Hattiesburg Public School District
14. Participate in MDE training to stay current on regulations
15. Serves as a liaison and attend meetings with area health, vocational rehabilitation, human services, Head Start, and other agencies to serve students with disabilities
16. Demonstrates prompt and regular attendance
17. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
18. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CASE MANAGER (JUVENILE DETENTION CENTER)

QUALIFICATIONS:

1. Bachelor's degree
2. One year of experience in related social work field or major in a related social work field preferred
3. Evidence of capabilities needed to work with students and families from various socioeconomic and ethnic backgrounds
4. Evidence of ability to function as a liaison between the juvenile delinquent center and the schools.

SUPERVISES: N/A

REPORTS TO: Alternative Education Center Principal

JOB GOAL: To provide services to students while detained and linking students and their families to outside counseling and support services. Then to follow up to determine effectiveness of services.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Conducts student needs assessments in assigned areas
2. Plans activities and health follow-ups based on the results of needs assessment
3. Develops and follows a procedure for program evaluation
4. Functions as a liaison between the school and the family
5. Makes families aware of available services through community agencies
6. Assists families in the agency referral and follow-up system
7. Keeps accurate records of referrals and initiates prompt action on the referral
8. Advises the parent or guardian of an impending student problems and of options available to solve the problem
9. Keeps all organizations updated on student educational status.
10. Organizes office for effective use and easy access to student records and other data
11. Maintains student records in compliance with both the MDE and local law enforcement and court agencies.
12. Submits reports as scheduled or requested
13. Participates in staff development
14. Participates as a member of the MTSS teams
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CHIEF FINANCIAL OFFICER

QUALIFICATIONS:

1. Must either hold or be eligible to acquire a license as a School Business Administrator in accordance with State Board Policy Chapter 71, rule 71.2
2. Master's Degree in accounting or business administration preferred
3. Five years of successful accounting experience with multi-million-dollar accounts
4. Proficient in the use of computer technology for accounting and other budget administration tasks
5. Extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for Mississippi school districts
6. Understand and be able to articulate the basic principles of fund/governmental accounting
7. Ability to plan, assign, and direct a staff
8. Ability to communicate effectively with supervisors, the school board, department heads, city officials, and other school employees and lay persons, both verbal and written

SUPERVISES: Departmental and other staff as assigned

REPORTS TO: The Superintendent, for limited purposes, to the Assistant Superintendent

JOB GOAL: To support and enhance the educational mission of the school district through careful planning, sound fiscal management and effective budget administration (following proper procedures, meeting deadlines, leaving clear audits, balancing accounts, etc.)

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Serves as a resource for and participates in the development of annual and long-range educational plans for the school district
2. Plans and causes to be developed software programs to support accounting and other departmental procedures
3. Assists the Superintendent to develop the annual operational budget; prepares the annual budget as required by law, meeting all mandated deadlines. Monitors and amends budget throughout the fiscal year
4. Collects and makes available tax and other fiscal data needed for district planning purposes
5. Calculates and prepares in accordance with all statutory guidance the annual Ad Valorem tax request for funds
6. Ensures that all funds are received and deposited in an approved depository
7. Maintains various required accounts to comprehend and to account for all funds
8. Implements and maintains the state-required Chart of Accounts for school districts
9. Maintain the general ledger of the district in a timely and accurate manner
10. Prepares and submits for board approval each month all financial reports as required by state statute
11. Prepares and submits to the State Department of Education budget reports and budget information as required and all other required reports in advance of deadlines
12. Invests surplus or currently unused funds in accordance with Mississippi law; maintains current knowledge of cash flow

13. Serve as a district purchasing agent, manage district purchasing in accordance with all applicable statutes and with board policy
14. Efficiently implements computer software programs to accomplish numerous financial management and accounting tasks
15. After Board authorization, releases payment of funds in accordance with policy
16. Maintains complex financial records and makes periodic and special financial reports in addition to monthly required financial reports
17. Ensures compliance with various local, state, and federal requirements
18. Supervises retirement program records, reporting, and services
19. Supervises employee insurance programs, records, and services
20. Supervises payroll operations and employee check disbursement
21. Supervises account reconciliation and other control procedures
22. Must be able to implement and monitor a strong internal control system
23. Supervises employee leave accounts and check stub reports for employee checks
24. Supervises classified personnel employed to perform various functions within the department
25. Ensures that staff members are kept current, through appropriate in-service, with the state-of-the-art technology for their operations
26. Provides financial and budgetary data to principals and department heads in a timely manner as a means for developing and maintaining an effective educational program
27. Participates in or initiates the formation of financial and budgetary policies intended to strengthen and improve program performances
28. Provides information to supervisors for decision making regarding employee fringe benefit programs
29. Advises supervisors regarding legal complications involving financial transactions
30. Attends school board and local community meetings as well as school district, regional, and state professional meetings
31. Makes formal and informal reports and presentations to appropriate audiences
32. Adjusts departmental processes and/or functions based on data derived from evaluation
33. Utilizes appropriate instruments and processes to evaluate the performance of assigned personnel
34. Manages and advises Superintendent on all school district debt issue and payment
35. Manages and supervises the accounting for district Fixed Assets
36. Contracts with auditors and is responsible for making sure that an annual financial audit is performed and that all recommendations and/or adjustments are appropriately answered and implemented
37. Manages monthly request for funds from federal grants and other reimbursable programs
38. Works with federal programs monitoring visits to supply needed information
39. Demonstrates prompt and regular attendance
40. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
41. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CHIEF SCHOOL RESOURCE OFFICER

QUALIFICATIONS:

1. Good physical health
2. Good supervisory skills
3. Meet Mississippi State Law Certification and State Law Enforcement Criteria
4. Good organizational and communication skills (oral and written)
5. Such other qualifications as may be set by the administration

SUPERVISES: Departmental Staff

REPORTS TO: Superintendent or designee

JOB GOAL: To provide a safe and secure learning environment for all students and personnel of the Hattiesburg Public School District and work to enhance the relationship between law enforcement and the Hattiesburg Public School District community.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Conforms to all state laws and regulations regarding law enforcement
2. Recruits and supervises all law enforcement personnel hired by the School District to assist in carrying out the duties of this office
3. Responsible for supervision of crowd control at all sporting events and extracurricular activities
4. Responsible for background checks of all intended employees
5. Responsible for checking affidavits of students living within the district
6. Responsible for checking affidavits of students living outside the district
7. Responsible for directing traffic flow around schools when needed
8. Develops and maintains an office-friendly program in the School District
9. Attends all required meetings
10. Responsible for investigating any acts of theft, violence, or other acts that disrupt the operation and decorum of the schools
11. Administers the budget for the Hattiesburg School District Police Department
12. Develops recommendations for future needs and improvements concerning district safety and security
13. Submits all reports as required by the Hattiesburg School District and the State of Mississippi
14. Keeps current all certification standards as required by the Hattiesburg School District and the State of Mississippi
15. Administers routine drug inspections throughout the school district with the district and local K-9 units
16. Administers drug education seminars throughout the district (at least one per month)
17. Responsible for NCIC
18. Complete the 40-hour MDE school Resource officer training after being hired to work for the Hattiesburg Public School District
19. Hattiesburg Public School District and work to enhance the relationship between law enforcement and the Hattiesburg Public School District community

20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Performs other duties as assigned

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CHILD NUTRITION ASSISTANT/SUBSTITUTE CHILD NUTRITION ASSISTANT

QUALIFICATIONS:

1. Demonstrated aptitude or competence for assigned responsibilities
2. Knowledge of basic kitchen skills, sanitation knowledge, and excellent personal hygiene are required to perform multiple tasks
3. Ability to follow written and verbal instructions with the goal of providing students attractive and nutritious meals according to standardized recipes
4. Ability to demonstrate excellent customer service with students, staff, parents, community, and school visitors

SUPERVISES: N/A

REPORTS TO: Director of Child Nutrition

JOB GOAL: To provide the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and friendliness.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Any one position may not include all the listed duties, nor do all of the listed examples include all tasks which may be found in positions with this classification
2. Prepares and serves food in a professional manner
3. Reports to work on time and follows time clock procedures to document exact reporting and departure times
4. Notify the child nutrition manager in a timely manner when unable to report to work
5. Complies with the procedures governing the removal of food from the premises
6. Abides by safety and sanitation regulations that are established by federal, state and local authorities
7. Maintains daily records of food withdrawn for inventory purposes and food production records
8. Prepares sufficient quantities of food by using standardized recipes
9. Maintains a clean workstation and assists in afternoon cleanup and other related jobs as required
10. Establishes and maintains effective work relationships with school personnel, students and public
11. Abides by uniform and hair net requirements
12. Utilizes accurate portion control in preparing food
13. Works cooperatively towards providing the most attractive and nutritious meals to all students
14. Follows correct procedure for money collection (cashier)
15. Verifies amounts of monies received and credit to the proper category, teacher meals and extra food sales. (cashier)
16. Records meal numbers and ensure each student receives a reimbursable meal (cashier)
17. Has cashier station set up prior to meal serving time and has adequate supplies to meet necessary needs (cashier)
18. Responds quickly to exchanges of monies and is efficient, competent and honest (cashier)
19. Cleans cafeteria equipment including refrigerator, dishwasher, stove, oven racks, maintains clean service and storage areas; defrosts, cleans and fills milk boxes, scrubs pots and pans; maintains

clean dish washing area and stores clean equipment and utensils; washes, dries and folds dish towels; cleans and sanitizes dining room counter tops, tables and chairs after each meal; sweeps and mops food prep area, and dish room floors; empty food prep area and dish room trash cans and disposes of trash; cleans and fills napkins, silverware and condiments holders; cook, prepare, and serve food in a timely manner; assists in unpacking and storing food deliveries in proper places; breaks down cardboard boxes; prepares and sets out serving trays, condiments, cups and plates for meals; lifts and carries food cartons, garbage bags and serving containers; verifies equipment is turned off and locks up areas at the end of day

20. The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing and/or pulling, some climbing, balancing, frequent stooping, kneeling, crouching and/or crawling and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to the risk of injury or illness
21. While performing the duties of the job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to carry objects, to reach above the head and to bend and reach below the waist to operate foot and hand controls, and to write. The employee must frequently lift and/or move thirty (30) to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, and depth perception
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
24. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CHILD NUTRITION MANAGER/ASSISTANT MANAGER

QUALIFICATIONS:

1. High school diploma or GED
2. Child Nutrition Manager Certification through Mississippi Department of Education
3. ServSafe Certification through the National Restaurant Association
4. Demonstrated aptitude or competence for assigned responsibilities
5. Knowledge of Food Safety, workplace safety, and operating equipment
6. Knowledge of basic math is needed to quantify food for preparation and handling
7. Ability to: understand written procedures and schedules
8. Ability to: keep supporting records as required
9. Train, coach, and supervise personnel in the proper operation of a commercial kitchen
10. Ability to Relate with children; demonstrate excellent customer service with students, staff, parents, community, and school visitors

Supervises: School site departmental staff

Reports To: Director of Child Nutrition or designee

Job Goal: To ensure the smooth and efficient operation of the Child Nutrition Department for the ultimate health, comfort and benefits of the students

Typical Duties and Responsibilities:

1. Reports to job location at the specified time as designated by the Child Nutrition Director and the Superintendent
2. Plans and directs the preparation and serving of all food in the cafeteria
3. Assumes responsibility for the security of food and supplies. Complies with the procedures governing the removal of food from the premises
4. Supervises the storage and care of food supplies
5. Assumes responsibility for the security of revenue for child nutrition services until it has been deposited at the bank
6. Assures that menus developed by the Child Nutrition Director are followed without deviation except for nutritionally equivalent substitutions and maximum utilization of USDA foods
7. Assigns, directs, plans and supervises the work of child nutrition employees and maintains harmony among personnel
8. Submits personnel time reports as required by the Child Nutrition Director
9. Plans work schedules and arrange for substitutes when required
10. Processes required paperwork on a daily, weekly, and monthly basis to maintain program accountability
11. Instructs new employees in performing their assigned tasks
12. Evaluates the performance of all child nutrition assistants
13. Directs sanitation procedures, posts sanitation certificates, and follow all health department regulations
14. Plans, inspects, directs and supervises cleaning schedules for all areas of the cafeteria

15. Assumes responsibility for checking that all equipment in the cafeteria is in safe working condition and notifies the appropriate authority when repairs or replacements are needed
16. Receives food and supplies and maintains inventory records on goods received and used
17. Reports immediately to the Principal or Child Nutrition Director any problem or accident occurring in the kitchen or cafeteria premises
18. Assumes responsibility for the opening and closing of the facility and performs related duties as required
19. Assumes responsibility for charting daily temperatures on all food and refrigeration equipment
20. Maintains attractive bulletin boards, emphasizing nutrition education and current holidays
21. The usual and customary methods of performing the job's functions require the following physical demands: Significant lifting, carrying, pushing and/or pulling, some climbing, balancing, frequent stooping. Kneeling, crouching and/or crawling and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to the risk of injury or illness
22. While performing the duties of the job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to carry objects, to reach above the head and to bend and reach below the waist to operate foot and hand controls, and to write. The employee must frequently lift and/or move thirty (30) to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, and depth perception
23. Successfully completes the district's annual staff development program
24. Demonstrates prompt and regular attendance
25. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
26. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CHILD NUTRITION QUALITY CONTROL MANAGER

QUALIFICATIONS:

Training and Experience:

- High school diploma or GED
- Preferred minimum ten years' experience as a successful Child Nutrition Manager in a K-12 setting
- Must possess a valid ServSafe certificate through the National Restaurant Association
- Must possess a valid Child Nutrition Program Manager certification through the MS Department of Education
- Demonstrated aptitude or competence for assigned responsibilities

Knowledge of:

- MS State Department of Health regulations for food service establishments
- Workplace safety and operating equipment
- Microsoft Word, Excel, and PowerPoint
- Must be able to keep supporting records as required

Ability to:

- Utilize the lean management approach to continuous improvement
- Train, coach, and supervise personnel in the proper operation of a commercial kitchen
- Relate well with children; demonstrate excellent customer service with students, staff, parents, community, and school visitors

SUPERVISES: N/A

REPORTS TO: Director of Child Nutrition

JOB GOAL: To verify required documentation and procedures for local, state, and federal regulations for daily operations of school cafeterias. Assist in ensuring each student is offered a high-quality meal. Monitor cafeteria substitute employee placement.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Reports to job location at the specified time as designated by the Child Nutrition Director and the Superintendent.
1. Demonstrate considerable knowledge of HPSD, MDE, and USDA policies and procedures.
2. Ability to establish and maintain effective working relationships throughout the district.
3. Must exhibit excellent communication skills, both written and oral.
4. Must exhibit working knowledge of point-of-sale software.
5. Ability to recognize a problem and assist in its resolution.
6. Provides on-the-job training to cafeteria personnel in all aspects of the job.
7. Acts as site manager as needed for cafeteria managers on extended leave.

8. Complete school visit checklists for food quality/food safety/workplace safety and conducts site visits.
9. Reports deviations from standard operating procedures to the Director of Child Nutrition.
10. Monitors weekly food orders for accuracy; verifies school-level inventory/production records.
11. Transfers inventory between schools, if needed.
12. Provides input for menu planning and helps to utilize USDA foods.
13. Demonstrates prompt and regular attendance.
14. Assist in the Child Nutrition office as needed.
15. The usual and customary methods of performing the job's functions require the following physical demands: Significant lifting, carrying, pushing and/or pulling, some climbing, balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to the risk of injury or illness. The job requires 30% sitting, 30% walking, and 40% standing.
16. Successfully completes the district's annual staff development program and attends ongoing professional development meetings.
17. Supports the Hattiesburg Public School District Core Beliefs, Mission, Vision, and Strategic Plan.
 1. Plans and facilitates meetings focused on discussion and evaluation of student growth and teachers' use of new instructional strategies
 2. Advises and supports team teachers with strategies and instructional skills to meet the specific needs of teachers and students
 3. Observes and provides peer assistance and coaching through informal observations
 4. Provides the necessary information, encouragement and support for the PLC team development
 5. Provides demonstration lessons, provide staff development with colleagues by request to include team teaching
 6. Assists in developing and implementing the standards-based curriculum at the team level
 7. Assists in analyzing school and teacher/ student achievement data
 8. Provides input regarding curriculum and assessment planning at the school-wide level
 9. Communicates effectively with colleagues while coaching, listening, teaching, encouraging and demonstrating research-based practices
 10. Records attendance at PLC team meetings
 11. Provides daily technical support in the areas of curriculum, assessments, data analysis, and technology
 12. Serves as a content specialist to assist in the development and implementation of campus instructional plans that align with district goals and curriculum
 13. Assists with the school strategic plan
 14. Demonstrates prompt and regular attendance
 15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
 16. Performs other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CLERK- ATHLETICS

QUALIFICATIONS:

1. Possess a High School education with athletic background experience preferred
2. At least three (3) years of successful administrative assistant experience preferred
3. Knowledge with computers and basic software programs for word processing, spreadsheets, and databases
4. Knowledge of District operations – policies, rules, and regulations
5. Enrollment and transfer policies for all levels – preschool through high school
6. Knowledge of Mississippi Code Ann. Section 37-15-31
7. Ability to read, interpret and apply complex rules and regulations
8. Ability to communicate effectively with staff, parents, school sites, community, members and government agencies
9. Ability to Coordinate a variety of sports activities at different sites
10. Ability to collect, organize, and analyze student data, utilizing productivity tools such as Excel, PowerPoint, and other planning tools.

SUPERVISES: N/A

REPORTS TO: Executive Director of Student Activities and Services

JOB GOAL: Assist the Executive Director of Student Activities and Services in overseeing the daily operations of the Athletic Department and Student Services.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Meet and greet all visitors courteously, determines needs, and directs or escorts them to the appropriate person
2. Receive and routes incoming calls
3. Assists the director of student activities in arranging officials and security at home sports activities and sends a list to these agencies for their records.
4. Assist the director of student activities in distributing insurance envelopes and related information to each school principal and assist parents in filing claims.
5. Prepares to check requests to the business office for any funds needed for the daily operations of the athletic and student services departments.
6. Assists Director of Student Activities and coaches in typing and compiling schedules and team rosters.
7. Reports all athletic schedules to the director of student activities, Mississippi High School Athletic Association, school principals (MHSAA), and assigning secretaries.
8. Sends schedule changes made before and during the season to the director of student activities, MHSAA, school principals, and assigning secretaries.
9. Assign ticket sellers, ticket takers, clock operators, scorekeepers, and P. A. Announcer for all athletic events except football.
10. Performs game administrator duties as needed for athletic events.
11. Creates and distributes athletic event calendars to school principals, school security, event workers, and assigning secretaries.
12. Prepares and delivers money and ticket boxes for all games.
13. Verifies game balance sheets prepared by ticket sellers.

14. Prepares deposits from game receipts and transports to the bank.
15. Prepares transmittal reports monthly of all deposits in the athletic department for the business office.
16. Prepares referee sign-in sheets for each athletic event and submits the sheets to the business office for payment.
17. Maintains the data input for student-athletes' eligibility in MHSAA data system (c2cschools.com).
18. Attends the required training session for the MHSAA data system (c2cschools.com) annually.
19. Generates all annual dues and fees to MHSAA along with game security plans for the high school and the middle school.
20. Sends school administration and coaches contact information to MHSAA and District VIII secretaries annually.
21. Informs coaches of budget allocation for assigned sports.
22. Assists in maintaining budget allocation for each sport and team.
23. Generates purchase orders for the director of student activities and for each sport.
24. Maintains a pool of students for random drug screenings.
25. Prepares timesheets monthly and hourly personnel and submits the data to the payroll department at the appropriate time.
26. Organizes and sells All Seasons Sports Passes for all sports.
27. Orders tickets and passes for all sporting events including football, volleyball, basketball, softball, soccer, baseball, track, special events, and VIP and parking passes.
28. Assists in coordinating college signing days for each sport.
29. Distributes At-Will Agreement Contracts to coaches.
30. Collects, organizes, and distributes pertinent information for student inter-district transfers, intra-district transfers, tuition, and affidavits.
31. Distributes information about the enforcement of rules and regulations through established actions and penalties that are clearly stated and given to parents and students.
32. Demonstrates prompt and regular attendance
33. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
34. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CLERK-EXCEPTIONAL CHILDREN HEALTH SERVICES

QUALIFICATIONS:

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Director of Exceptional Children and Health Services

JOB GOAL: To perform those tasks necessary to assure the successful operation of the Office of Exceptional Children and Health Services

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Maintains current information in data bases for students with disabilities rolls
2. Prepares correspondence, memorandums, reports, papers, and project narratives as required of and developed by the Director
3. Enters monthly Child Find Count Data student information in MSIS
4. Enter monthly Child Outcome Summary (COS) data student information in MSIS
5. Maintains and updates folders in SAMS for students with Disabilities
6. Processes out of district request for copies of student assessment information
7. Coordinates Office of Disability Determination Services request
8. Coordinates Medicaid reimbursement and maintains Medicaid forms
9. Coordinates fixed assets list and checks in/out of fixed assets
10. Purges and destroys student records according to local, state and federal guidelines
11. Exhibits good communication with offices, schools, and parents
12. Receives and reviews incoming correspondence, reports, and similar documents
13. Identifies communication and determine priority items which require the personal and immediate attention of the Director
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CLERK-FACILITIES

QUALIFICATIONS:

1. High school graduate
2. Fundamental knowledge of financial record keeping
3. Knowledge of modern office methods, applications, and practices
4. Proper English usage, grammar, spelling and punctuation
5. Ability to work independently in the absence of direct supervision
6. Ability to analyze situations accurately and take effective action
7. Ability to communicate effectively with others
8. Ability to handle emergency situations calmly and effectively
9. Ability to maintain accurate records as required
10. Skill to type 50 words per minute
11. Skill to follow verbal and written instructions
12. Skill to maintain efficient filing of records
13. Skill to maintain effective working relations with administrative personnel and staff

SUPERVISES: N/A

REPORTS TO: Director of Operations

JOB GOAL: To ensure the efficient operations of the office for school maintenance and to assist the maintenance department in providing fast, efficient customer service to all sites

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Assists in monitoring line item budgets for maintenance department
2. Initiates and maintains a variety of files and records of information such as attendance, budget, production and cost records
3. Issues and process requisitions and send to the accounting department
4. Process incoming invoices on a daily basis; monitor & manage open PO's for the department.
5. Answers incoming telephone calls including emergencies, record nature of call on work order and determine which trade will be responsible (consult Director of Operations if needed) and dispatch technician (s) to the site
6. Schedules facility requests and ensure all paperwork is completed
7. Assists with 16th Section record keeping
8. Assist with custodial supplies ordering for stock and delivery to sites.
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CLERK-FEDERAL PROGRAMS

QUALIFICATIONS:

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Director of Federal Programs

JOB GOAL: To perform those tasks necessary to ensure the successful operation of Federal Programs

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Bookkeeper for Title I, II, III, IV, IX Neglected and Delinquent, and School Improvement Grants
2. Assists the director with ensuring all spending is in compliance with state and federal regulations
3. Keeps abreast of current laws governing all grants by attending state meetings
4. Receives and evaluates requisitions from personnel for purchases funded federally
5. Recommends expenditures that are in compliance with federal guidelines
6. Disseminates information concerning Title I programs (example Pre-K or Homeless) to teachers and parents of students participating in the program
7. Accounts for all federally funded equipment across the district
8. Prepares budget reports for all federal programs
9. Assists the business office with federally funded payroll, accounts payable, accounts receivable, office supply inventory, grant documentation, etc.
10. Assists the director all grant applications and maintains all documentation on federal expenditures
11. Enters monthly **approved Federal Programs** student information in MSIS
12. Oversees reimbursements for all federal travel
13. Provides and maintains all required documents for federal funded positions (ex. PAR, Semi-Annual Certifications, Comparability Report, etc.
14. Assists other department personnel as appropriate and necessary
15. Performs basic clerical tasks, such as systematically arranging letters, memoranda, invoices, and other indexed documents according to an established system
16. Sorts and routes incoming materials.
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COLLEGE AND CAREER FACILITATOR

QUALIFICATIONS:

1. At least an Associate degree
2. Strong organizational, written and oral communication skills
3. Experience in clerical related duties
4. Ability to operate a computer and enter data
5. Principles and techniques of employment placement.
6. Informational sources for career and college information
7. Techniques for assessing career interest and aptitude
8. Principles and techniques of making effective oral communications
9. Standard office practices and procedures, including filing and the operation of standard office equipment
10. Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the phone.

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: To assure and assist in the smooth and efficient transition of high school students to college and career choices. Assist counseling department in developing and implementing an aligned college and career preparation program. Student goals will be achieved through dual credit, advanced placement, credit recovery, online coursework, daily instruction, early graduation, career readiness coursework, apprenticeships, mentoring, shadowing, clinical rotations, and cooperative work experiences in the community.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assist with student enrollment, withdrawal, and annual registration
2. Track ACT Campaign efforts and outcomes (Registration and Participation data)
3. Assist Counseling Department Secretary with the maintenance of cumulative records
4. Assists students in evaluating and/or implementing career, educational and employment proposals and decisions with an emphasis on assisting students with collaborating with colleges, universities, military branches, or other post-secondary options as acquired
5. Work with school administrators, staff, local agencies, governmental bodies, and businesses to foster coordination of services and integration with other local educational entities
6. Assist students in obtaining occupational information to aid career and educational planning; to develop an understanding of the world of work, and in selecting personally suitable academic programs and experiential opportunities that optimize future educational and employment options
7. Develop and assist in locating and print resources necessary to accurately assist students
8. Monitor philanthropic websites, review trade publications and maintains contact with state and federal agencies that offer funding opportunities
9. Receive and maintain a daily sign-in log indicating services provided

10. Mentor and assist students with preparation activities for job placement
11. Assist with college and career searches and application process
12. Assist students and parents in filling out the FAFSA
13. Coordinate recruitment activities, including campus visits and college tour
14. Assist with ACT registration simultaneously connecting students to ACT when they are experiencing technicalities with their accounts
15. Process Transcript and fee waiver requests
16. Answer calls/questions relative to college and career resources and processes
17. Facilitate various manufacturing tours for high school and middle school students
18. Develop audio-visual presentations as necessary
19. Exemplify regular attendance and punctuality
20. Must be able to multitask and collaborate with the public
21. Attend school and district meetings/trainings as assigned
22. Serve as a member of the campus leadership team as required by building principal
23. Demonstrates prompt and regular attendance
24. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
25. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COMMUNICATIONS AND ENGAGEMENT COORDINATOR

QUALIFICATIONS:

1. Bachelor's Degree or equivalent experience in the field of journalism, communications, marketing, community/public relations or related experience
2. Strong organizational, communication, and interpersonal skills; ability to use technology to design and produce district publications
3. Demonstrate skills in writing, editing, and public speaking, knowledge of media relations and public relations functions
4. Ability to implement persuasive marketing/communication strategies

SUPERVISES: Departmental Staff

REPORTS TO: Superintendent

JOB GOAL: To coordinate all aspects of district communications while ensuring the accurate flow of information between the district and the public; directs overall publishing of forms and publications necessary to the smooth operation of the district; facilitates positive community relations. This role includes implementing effective community engagement strategies to help boost student achievement. This role will also include helping the schools develop and successfully implement community partnerships.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Directs and manages the district's public relations and special projects activities
2. Serves as an information liaison between the school system and the community
3. Publishes parent/community newsletters (quarterly at a minimum), calendars and other informative documents
4. Monitors and tracks community partners and volunteers
5. Provides the Hattiesburg School District Board of Trustees, through the Superintendent, with current information on special recognition of exemplary employee, student or partner performance
Provides district support to the Hattiesburg Public School District Foundation
6. Serves as district spokesperson and coordinate media coverage
7. Serves as the district emergency management communications director
8. Prepares press releases and publish articles and photography and videography in local media and other publications
9. Assists school personnel to publicize and promote any performances, exhibitions, displays, or special programs sponsored by the schools
10. Works with HPS departments to design, prepare, and edit district publications, including newsletters, recruitment brochures, programs for special events, and other publications
11. Develops strong relationships with local media
12. Serves as a district representative on community committees as required and participate in campus and district-level decision-making processes
13. Ensures that public information activities contribute to the attainment of district goals and objectives

14. Coordinates activities with community partners to bring services to students and their families
15. Speaks at civic organization meetings and make presentations to classes, as needed
16. Demonstrates use of appropriate and effective techniques to encourage community and parent involvement
17. Oversees the development, design, and operation of the district's website and social networks
18. Supervises the district social media program and monitors school site social media
19. Serves as the district coordinator for parent involvement activities
20. Assists in the development and publication of reports related to the performance of the district and articulate district goals and objectives
21. Administers the communications/community relations budget and ensure the programs are cost-effective and funds are managed prudently
22. Works with Title I Parent and Family Engagement program budget
23. Coordinates **End of Year Celebrations**
24. Provides professional development for the parent involvement program
25. Maintains confidentiality
26. Demonstrates prompt and regular attendance
27. Supports the Hattiesburg Public Schools Mission, Vision, and Strategic Plan
28. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: COMMUNICATIONS ASSISTANT

QUALIFICATIONS:

1. Seeking or have obtained Bachelor's degree in Public Relations, Communications, Marketing, or related field
2. Excellent written and verbal communication skills.
3. Proficiency in social media platforms and content management systems.
4. Strong organizational and multitasking abilities.
5. Ability to work collaboratively in a fast-paced environment.
6. Familiarity with design software (e.g., Adobe Creative Suite) is desirable but not required.

SUPERVISES: N/A

REPORTS TO: Community and Engagement Coordinator

JOB GOAL: Assists the communications department in developing and implementing communication strategies to promote the district's image, initiatives, and achievements.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assist in creating and distributing communication materials such as newsletters, press releases, and announcements to internal and external stakeholders.
2. Help manage the district's social media accounts by creating content, scheduling posts, monitoring engagement, and responding to inquiries from parents, students, and community members.
3. Support the maintenance of the district's website by updating content, posting news articles, and ensuring information is accurate and up-to-date.
4. Assist in planning and executing district events, including open houses, parent-teacher conferences, and community forums.
5. Coordinate logistics, manage invitations, and provide on-site support as needed.
6. Assist in drafting press releases, pitching stories, and coordinating media coverage of district events and initiatives.
7. Engage with parents, students, staff, and community members to foster positive relationships and gather feedback. Assist in organizing outreach efforts and community partnerships.
8. Support the communications department during crisis situations or emergencies. Assist in drafting statements, coordinating media responses, and providing information to stakeholders.
9. Provide general administrative support to the communications department, including scheduling meetings, preparing materials, and maintaining databases and contact lists.
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually, may be in conjunction with primary position

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COMPUTER LAB TEACHER ASSISTANT

QUALIFICATIONS:

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

SUPERVISES: N/A

REPORTS TO: Principal and designee

JOB GOAL: The purpose of this position is to provide instruction and assistance to students engaged in computer learning and instructional activities

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus
2. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students
3. Works with individual students or groups of students to reinforce learning of material or skills initially introduced by the teacher
4. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
5. Operates and cares for equipment used in the classroom for instructional purposes
6. Helps students master equipment or instructional materials assigned by the teacher
7. Distributes and collects workbooks, papers, and other materials for instruction
8. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
9. Assist with the supervision of students as assigned
10. Assists the teacher in materials preparation and in the instructional planning process
11. Attends parent-teacher conferences unless directed otherwise
12. Keeps bulletin board and other classroom learning displays up to date
13. Assists with such group activities as drill work, reading aloud, and storytelling
14. Assists students in the library or media center as needed
15. Checks notebooks, correct papers, and supervises testing and makeup work as assigned by the teacher
16. Checks and records student’s attendance
17. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher
18. Provides instruction and assistance to students in the use and application of computer aided learning and instructional software
19. Assist students in accessing and utilization of computer resources, e.g., learning modules, Internet research
20. Facilitates computer testing activities; Maintains records and distributes to teachers and

parents accordingly

21. Reinforces the rules of the school and learning environment; Acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding
22. Completes applicable forms, schedules, and instructional reports, as directed
23. Cleans and maintains computers, equipment, and workstations
24. May assist and instruct students in various labs
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COUNSELOR

QUALIFICATIONS:

1. Two years of teaching experience preferred
2. Hold standard teaching license and a master's degree in guidance and counseling

SUPERVISES: N/A

REPORTS TO: Principal

JOB GOAL: To promote the successful academic, social, physical and emotional development of the student; serves as a liaison among students, parents and school staff to assure the maximum development of the students; assist students in understanding themselves by focusing attention on interests, abilities and needs in relation to home and school

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities that may be assigned, including but not limited to:

1. Develops and implements a guidance program that addresses student and instructional program needs
2. Services as school level Early Warning System Team Coordinator
3. Provides individual and group counseling with students and consultation with parents, teachers, administrators, and agency personnel
4. Interprets test data to students, parents, teachers, administrators and other staff members working with students
5. Plans jointly with teachers' remediation for student problems that interfere with mastery of basic skills
6. Assists students in selecting appropriate educational activities, evaluating their programs, making intelligent occupational choices, and selecting sound courses of action in their lives
7. Provides referral, placement and follow-up assistance when needed
8. Handles record keeping and other routine duties in an accurate and timely manner
9. Serves as school site point of contact for homeless and foster care students
10. Keeps current with information, materials, and concepts relative to satisfactory job performance
11. Works cooperatively with teachers, other counselors, and administrators toward attaining the objectives of the school district
12. Strives for personal and professional growth that will enhance the effectiveness of the total guidance program
13. Continually updates and re-evaluates the guidance program to meet the needs of the school, community, and students
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: COVID-19 COORDINATOR

QUALIFICATIONS:

1. Minimum of AA Certification in Administration and Supervision
2. A minimum of five years of successful administrative experience *preferred*
3. Experience working with children or adults in a COVID-19 positive environment
4. Emergency preparedness and response experience

REPORTS TO: Superintendent or designee

SUPERVISES: N/A

JOB GOAL: To maintain the Hattiesburg Public School District's overarching response to the COVID-19 pandemic, developing plans and protocols that balance staff and student health and safety and access to academics.

PERFORMANCE RESPONSIBILITIES:

1. Track, analyze, advise, consult, and implement new/updated public health guidelines/procedures in coordination with District nurses, administrators, and other district stakeholders, as necessary.
2. Continuously monitor the District preparedness activities, protocols, and responses to COVID-19 and other infectious diseases
3. Serve as the primary liaison with the Mississippi Department of Health (MSDH) and other health agencies, facilitating conversations about the review of the District COVID-19 response and plans; serving as the primary point of contact for questions and information for administrators, faculty, staff, students, and external stakeholders as needed
4. Develop and deliver training to staff and stakeholders related to contact tracing, health and safety protocols, and other COVID-19 responses related to standard operating procedures
5. Oversee the District's compliance with public health requirements for contact tracing, social distancing, and the District's overall contract tracing strategy
6. Serve as a resource and provide guidance to District administrators regarding protocols, contract tracing, and communication, including effective implementation. Aid in assisting with contact tracing for cases that involve more than one school site or department and assist with prompt communications
7. Assist with notification to parents regarding COVID-19 issues that occur within the Hattiesburg Public School District
8. Provide formal and informal weekly statistical reports to the Superintendent (to include weekly reporting of COVID-19 data to MSDH) regarding COVID-19 case numbers and other infectious cases in the District
9. Provides updated reports to Human Resources and Finance regarding employee leave due to COVID-19
10. Maintains the Case and Close Contact List, assisting schools in ensuring that students absent due to COVID-19 or other infectious diseases are receiving instruction and instructional materials in accordance with district policy and procedures
11. Provide strong, direct technical assistance to the schools and District, including serving as a substitute site-based administrator as need

12. Serves as coordinator of student services by providing support in the following areas: student attendance, discipline management, and social/emotional health and well-being of students.
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees.

Note: **This is an at-will position.**

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CURRICULUM COORDINATOR/SPECIALISTS

QUALIFICATIONS:

1. Possess elementary and/or secondary teaching credential and a minimum of three (3) years of successful teaching experience
2. AA certificate in Administration and Supervision (preferred)
3. Knowledge of Mississippi College and Career Readiness standards
4. Knowledge of evaluation and assessment practices
5. Ability to communicate effectively with staff, parents, school sites, community members and government agencies
6. Ability to coordinate a variety of activities at different sites
7. Ability to provide professional development to staff

SUPERVISES: N/A

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To provide leadership and coordination in the ongoing development and improvement of the curriculum and instructional program of the district

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Provides leadership to ensure understanding of the educational program objectives of the district
2. Provides leadership to promote the educational program objectives of the district
3. Provides leadership in monitoring students' progress in obtaining academic goals and measured objectives
4. Works with principals and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the district
5. Assists in the developments and trends in curriculum and instruction and furnish leadership in determining program direction and improvements to the curriculum and the instructional program
6. Keeps abreast of developments and trends in curriculum and instruction and furnish leadership in determining program direction and improvements to curriculum and instruction
7. Serves as a liaison and participate with curriculum leaders at the local, state and/or national level
8. Communicates the district instructional program to the Board of Trustees, the administration, the staff and the general public
9. Engages in assigned research related to education programs
10. Assists in the collection and interpretation of assessment data
11. Assists in the use of data to inform the instructional process
12. Works with the Curriculum and Instruction Department to develop, produce, locate and deliver professional development programs and opportunities, which are consistent with and supportive of the vision and mission of the district and the enhancement of student learning
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CUSTODIAN

QUALIFICATIONS:

1. Aptitude and competency for assigned responsibilities
2. Valid Mississippi driver's license preferred

SUPERVISES: N/A

REPORTS TO: Building Principal or designee

JOB GOAL: To help maintain the physical school plants in a condition of operating excellence so that full educational use may be made at all times

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Keeps building and premises, including sidewalks, driveways, and always play areas neat and clean
2. Sweeps classrooms daily and dust furniture and windowsills
3. Cleans corridors after school day/during the day when their condition requires it
4. Scrubs, hoses down, disinfect toilet floors, and clean all sanitary fixtures and drinking fountains daily
5. Cleans windows and other glass areas on the inside and outside on a regular
6. Keeps the ground free of rubbish
7. Performs such chores as necessary to maintain the school grounds in a safe and attractive condition
8. Protect and maintain tools and equipment
9. Follow safety codes and regulations
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DATA MANAGER/MSIS PRIMARY

QUALIFICATIONS:

1. Bachelor's Degree preferred
2. Knowledge of SAM Spectra and the Mississippi Student Information System (MSIS) district data collection process
3. Ability to review and interpret highly technical information
4. Experience and extensive computer literacy with office productivity software, data exports/imports, and data integration/reporting

SUPERVISES: N/A

REPORTS TO: Assistant Superintendent

JOB GOAL: To ensure that all data reports required by the Mississippi Department of Education in accordance with Mississippi Accountability Process Standards are submitted accurately and timely. Responsible for maintaining the district's information database system, exporting district data to the state department, training and supporting school records' clerks with student data entry and exports, and staying abreast of and communicating state requirements for data entry, collection, and dissemination.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Coordinates MSIS data collection process and transmittal process
2. Inputting school master schedules
3. Provides hands-on training for school site office personnel
4. Resolves discrepancies in information before reports are forwarded to the State Department of Education
5. Assist in developing and editing reporting forms and documents for students' grades
6. Working closely with district personnel office, school records' clerks, and special services department personnel
7. Training records clerks to enter faculty and student data, enter new students, and withdraw students
8. Analyzing data and troubleshooting in the student information database system
9. Exporting data from the student information database system to third party programs/systems for district use
10. Creating reports (*attendance, assessment, enrollment, etc.*) for district reporting and decision-making
11. Releasing students from our district to our districts in Mississippi using the Mississippi Student Information System
12. Installing, maintaining, and upgrading district hardware to support the student information database system
13. Complete and File state and federal reports as assigned (*such as Office of Civil Rights*)
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF CAREER AND TECHNICAL EDUCATION (CTE ADMINISTRATOR)

QUALIFICATIONS:

1. Master's degree or higher preferred
2. AA certificate in Administration and Supervision
3. Certificate endorsement for Career Technical Education Supervision or alternate qualifications approved by the State Department of Education
4. Extensive knowledge about Career Technical Education Programs
5. Successful previous administrative experience

SUPERVISES: Career and Technical Education staff of district in conjunction with the Building Principals

REPORTS TO: Superintendent or designee

JOB GOAL: To direct and maintain the planning, organizing, communicating, implementing, financing, and evaluating a comprehensive program of Career Technical education for the students of the district; to supervise involved personnel, either directly or indirectly; to recommend and/or serve as a resource person for staffing, and to provide adequate planning processes to enable the total school district to accomplish its stated mission

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Formulate and administer a comprehensive program of career and technical education
2. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations, to provide training consistent with the needs
3. Continuously appraise and evaluate the total career and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment
4. Ensures continuity among all Career Technical Programs in grades 6-12.
5. Maintain current knowledge of all pertinent rules and regulations affecting vocational education
6. Assume responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies
7. Supervise and evaluate all instructional personnel in the vocational education program
8. Make recommendations for long-term adjustments, changes, additions, and deletions in the career and technical education program to meet changing job trends and needs
9. Manages Career Technical education budget; approves requisitions and expenditures
10. Develops and monitors appropriate budgets consistent with district processes
11. Develops and implements a process of program evaluation for Career Technical Education
12. Recommends to the administration courses of study and program objectives
13. Writes proposals for funding new programs and improvements to existing programs
14. Provides leadership and technical direction for developing the district's five-year educational plan and the annual staff development plan
15. Coordinates district Career Technical curriculum efforts
18. Coordinates use of occupational (craft) advisory committees
19. Develops, monitors, and updates the district's five-year educational plan to ensure a timely

outcome

20. Counsels and advises Career Technical education staff on professional and employment matters
21. Consults with State Department of Education personnel relative to program operations, funding, and accreditation
22. Develops and maintains professional relationships with other administrators and with professional organizations
23. Promotes good relationships between Career Technical and general education staff
24. Develops plans for and coordinates annual evaluations of Career Technical education programs and of Career Technical student services
25. Assist in the recruitment and screening of vocational teachers
26. Maintain and inventory CTE equipment as listed in the Equipment Management Tracking System (EMTS)
27. Demonstrates prompt and regular attendance
28. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
29. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF CHILD NUTRITION

QUALIFICATIONS:

1. Bachelor's degree in a related field
2. Master's Degree and/or registered dietician preferred
3. Five or more years of supervisory experience preferred
4. Must meet Mississippi Department of Education (MDE) requirements for School Food Service Administrator
5. Knowledge of federal, state, and local requirements for Child Nutrition Programs
6. Knowledge of budgetary principles
7. Knowledge of equipment use, care, and preventative maintenance in commercial food service facilities
8. Knowledge of personnel management principles
9. Knowledge of quantity food preparation and serving practices
10. Ability to plan, organize, and administer all phases of child nutrition operations
11. Ability to compile and analyze data
12. Ability to foster a climate that promotes the district vision, mission, and goals
13. Ability to develop and maintain harmonious and productive working relationships for the benefit of students

SUPERVISES: Departmental Staff

REPORTS TO: Superintendent or designee

JOB GOAL: The Child Nutrition Director shall be under the general direction of the Superintendent and Chief Financial Officer, have the responsibility of developing, administering and supervising the district-wide Child Nutrition Program.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Works with child nutrition staff on needs for day/week/etc. and prepares for meetings/conferences
2. Provides guidance for accommodations for students with special diets
3. Verify ordering of all food and supplies for all cafeterias in the district
4. Provide guidance for Child Nutrition staff concerning all purchases, claims and inventory (food, equipment, supplies etc.)
5. Provides oversight for all child nutrition staff regarding training and staffing
6. Prepares and monitors annual budget with assistance from the business office
7. Reviews monthly fundamental reports to determine financial viability
8. Determines department needs consistent with current financial statements
9. Develops spreadsheets for equipment and other department needs
10. Works with vendors for equipment
11. Reviews all reports for submission to state/local entities
12. Addresses employee concerns and schedules

13. Reviews all claims/reports for reimbursement, any areas of concern relating to reimbursement/expenditures
14. Reviews department standards regarding “offer vs. serve” requirements
15. Completes all grant applications
16. Serves as Wellness Coordinator for the district
 - a. Schedules wellness meeting
 - b. Reviews wellness guidelines
 - c. Checks for compliance for wellness by site
 - d. Schedules and attends wellness meeting
 - e. Develops agenda and in-services for wellness committee needs
 - f. Prepares annual wellness reports for the Board of Trustees
17. Verifies free and reduced lunch information is accurate for submission when applicable
18. Verifies that all paperwork is in accordance with USDA guidelines
19. Interviews and recommends hiring of new employees with guidance from the district personnel office
20. Monitors student balances by site and notifies principal(s) of outstanding balances when applicable
21. Provides schools with nutrition materials as requested
22. Oversees completion of National School Lunch contracts and Summer Food Service Program (SFSP) contract with MDE
23. Determines compliance with USDA and Health department inspections
24. Develops menus and assigns managers and employees for SFSP
25. Develops budget for SFSP
26. Provides required in-service for SFSP
27. Oversees Fresh Fruit and Vegetable grant for eligible schools
 - a. Places and verifies orders
 - b. Monitors grant for remaining funds
 - c. Works with sites for usage, etc.
 - d. Research new items
 - e. Discusses items with vendors
28. Establishes standard procedures for maintaining inventories of purchases for food and government-donated foods and supplies
29. Develops standard procedures regarding supervision and training of child nutrition personnel
30. Maintains a regular schedule of on-site visits to participating schools; monitoring and scheduling follow-up visits to schools to ensure program compliance; accompanying state and/or federal representatives on local school visits
31. Maintains open communication with parents, students, community groups and the administration
32. Compiling and maintaining accurate records for the preparation of clear and concise reports
33. Monitor proper meal counting for accuracy in filing monthly claims
34. Prepare monthly reimbursement data into state meal claiming and accounting website for submission
35. Responsible for bookkeeping and banking for the Department of Child Nutrition
36. Review daily bank deposit tickets for accuracy and take corrective action if necessary
37. Prepare monthly revenue report to the Business Office
38. Maintain records for contract meal service
39. Compile participation records for contract meal service and submit claim or invoice for payment
40. Prepare yearly verification, organization renewal and other reports for MDE
41. Assist with entering food orders on the MDE website

42. Maintain knowledge of the Nutrition Standards set for the NSLP and SBP to ensure all requirements are met and are in compliance
43. Facilitate audits of records with internal/external auditors
44. Attend staff development meetings, managers' meetings, in-service meetings and any other training/meetings and travel to schools as deemed necessary
45. Demonstrates prompt and regular attendance
46. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
47. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF COLLEGE AND CAREER READINESS

QUALIFICATIONS:

1. Master's degree or higher preferred
2. AA certificate in Administration and Supervision
3. Successful previous administrative experience

SUPERVISES: assigned staff

REPORTS TO: Superintendent or designee

JOB GOAL: This position is responsible for management and leadership of the District's college and career initiatives to include, but not limited to, assessments, dual credit, advanced placement, credit recovery, graduation, career readiness coursework, work-based learning, and career technical education.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Formulate and administer a comprehensive program of career and technical education
2. Maintain close working relationships with community and state agencies and area businesses, industries, and labor organizations, to provide training consistent with District's needs
3. Assume responsibility for the collection, review, and submission of all forms and reports relative to career technical education to state agencies
4. Supervise and evaluate all instructional personnel in the career technical education program
5. Make recommendations for long-term adjustments, changes, additions, and deletions in the career and technical education program to meet changing job trends and needs
6. Develops, monitors, and administers budgets consistent with district processes
7. Develops and implements a process of program evaluation for Career Technical Education
8. Recommends to the administration courses of study and program objectives
9. Provides leadership and technical direction for developing the District's five-year educational plan and the annual staff development plan
10. Coordinates use of occupational (craft) advisory committees
11. Coordinate articulation among colleges/universities, work-related programs, and the District
12. Develops, monitors, and updates the District's five-year educational plan to ensure a timely outcome
13. Promotes good relationships between Career Technical and general education staff
14. Assist in the recruitment and screening of vocational teachers
15. Maintain and inventory CTE equipment as listed in the Equipment Management Tracking System (EMTS)
16. Create a district and school test security plan and ensure it is board approved by the MDE deadline
17. Train all district school test coordinators on protocols relating to testing
18. Order all testing materials-regular and special education
19. Register and verify students in online testing platforms to ensure all students have a test generated
20. Upload all mandatory documents to SharePoint, including but not limited to Principal Oaths, Shredding Verifications, Seating Charts, testing irregularities, and others as directed by OSA
21. Assist high school with the compilation list of students that require retesting to ensure graduation

requirements are met

22. Complete MDE accountability requirements for graduation rates and senior snapshot
23. Review testing reports and report discrepancies as relates to accountability
24. Work with Technology Director to ensure all Mississippi Academic Assessment Program and HPSD progress monitoring assessments are performed, and tests are cached, if applicable
25. Work with all Principals to ensure all testing information is distributed with integrity
26. Demonstrates prompt and regular attendance
27. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
28. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. Proper certification as required by the Mississippi Educator Licensure Department.
2. A minimum of three years' experience in the field of Public Education, including two years of supervisory experience preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent or designee

SUPERVISES: Departmental staff and other personnel as assigned

JOB GOAL: Supervise and coordinate the development and implementation of the following areas: guidance and counseling services, testing, parent liaison, curriculum and instruction, quality process review and continuous improvement, and grant writing.

PERFORMANCE RESPONSIBILITIES:

1. Supervises programs and personnel as directed by Superintendent
2. Assist principals with assessing school needs and services, instructional programs and strategies, and implementing effective curriculum methods for improving instruction to ensure that all students learn to their highest potential
3. Maintain a current knowledge base in several areas: curriculum and instruction, college and career readiness standards, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable Federal and State regulations, and all local Board policies and procedures.
4. Review and analyze all student achievement data, and use the results to assist principals and District support staff in improving and developing students' achievement reports as needed
5. Provide strong, direct technical assistance to the schools and district. Review best practices with principals, provide information, and facilitate PD sessions for principals and other school leaders, providing specialized and intensive support for focus and/or priority schools
6. Assists in the development of curriculum guides and materials by working with principals and teachers in the preparation of such materials
7. Monitor components of the school accountability model
8. Serves as the Assistant District Test Coordinator
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF EXCEPTIONAL CHILDREN AND HEALTH SERVICES

QUALIFICATIONS:

1. AA certificate in Administration
2. Supervision, either Elementary, Secondary, or Special Subject; five years of successful educational experience, three years of which have been in administrative or supervisory roles, two of which involve classroom instruction
3. Knowledge of exceptional education and gifted services

SUPERVISES: Departmental Staff

REPORTS TO: Superintendent or designee

JOB GOAL: To direct, administer, and supervise the Exceptional Children program and Health Services programs in accordance with appropriate guidelines and directions to serve the educational needs of students with identified exceptionalities effectively.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Conducts needs assessments and compiles other data on program needs for planning purposes
2. Organizes and schedules staff and respective committees to address specific planning activities
3. Involves the public, teachers, classified staff, students, and school and district administrators, as appropriate, in planning activities
4. Prepares and disseminates written plans
5. Continuously updates program plans
6. Organizes the Special Education and Gifted Education programs to serve identified students
7. Organizes the School Nurse program to include coordinating school health collaborations
8. Assigns staff and orients staff members to their assignments
9. Initiates problem-solving techniques to address specific program problems and needs
10. Prepares and administers budgets for the Special Education, Gifted Education program and Health Services programs
11. Provides training for Special Education and Gifted Education program personnel
12. Prepares and approves forms, reports, memorandums, and other operational correspondence
13. Ensures that programs fulfill the district mission statement
14. Supervises professional and clerical personnel assigned to Special Education and Gifted Education programs
15. Supervises specific activities in Special Education and Gifted Education programs
16. Assists principals in supervising Special Education and Gifted Education teachers assigned to individual schools
17. Assists program personnel to effectively address specific tasks and responsibilities through counseling, modeling or illustrating, and directing
18. Recommends personnel for employment who are under the immediate supervision of the director
19. Assists principals in recommending the employment of Special Education and Gifted Education teachers
20. Selects personnel for committee assignments based on representativeness and other specified

criteria

21. Disseminates appropriate information to various appropriate audiences
22. Attends school board and local community meetings as well as school, district, regional, and state professional meetings
23. Utilizes specific criteria to evaluate programs
24. Adjusts programs based on data derived from evaluations
25. Administers individualized, standardized tests
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

1. Possess elementary and/or secondary teaching credentials and a minimum of three (3) years of successful teaching
2. Possess a valid Mississippi administrative credential
3. At least three (3) years of successful administrative or supervisory experience
4. Experience working with students and families affected by Federal Projects
5. Knowledge of computers and basic software programs for word processing, spreadsheets, and databases
6. Knowledge of Federal Program policies, rules, and regulations
7. Knowledge of categorical programs and funding terms
8. Knowledge of curriculum and effective teaching practices
9. Ability to read, interpret and apply complex rules and regulations
10. Ability to communicate effectively with staff, parents, school sites, community, members and government agencies
11. Ability to coordinate a variety of activities at different sites

SUPERVISES: Departmental staff

REPORTS TO: Superintendent or designee

JOB GOAL: Under the supervision of the Superintendent or designee, the Director of Federal Programs serves as a leader in all matters pertaining to the general operation of Federal Project categorical programs by performing the functions which meet the requirements as set forth in federal, state, and local guidelines.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provide leadership for all phases of Consolidated Federal Projects (Titles I, II, III, IV, IX, X, Neglected and Delinquent, and School Improvement)
2. Supports District's Early Childhood initiatives
3. Coordinate articulation among schools, programs and the District
4. Support principals with technical assistance
4. Coordinate with the HPSD finance office to ensure fiscal accountability
5. Plan and implement curriculum/material development
6. Gather and disseminate Federal Programs information/resources to district staff
7. Prepare and submit required reports and applications to local, state, and federal agencies
8. Function as a district liaison to state and federal education departments
9. Provide leadership and advocacy for families and children served by these programs
10. Coordinate program priorities, activities and plans with program leadership to ensure program efficiency, accountability and concordance with the District Strategic Plan and individual School Improvement Plans
11. Demonstrate effective team building, including recruitment, hiring and placement of staff
12. Develop communication networks involving local, state and federal entities

13. Prepare and administer the Federal Programs budget directly and, indirectly, all other program budgets
14. Prepare and maintain documentation for federal monitoring visits as well as respond to needed corrective actions
15. Assist principals in recommending the employment of Federal Programs personnel
16. Serves as district foster care liaison
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF OPERATIONS

QUALIFICATIONS:

1. A Bachelor's degree or higher with a major in management, business or public administration, school operations, maintenance engineering or a related field or an equivalent combination of training and hands-on experience
2. Three (3) years of experience in the field of maintenance, repair and modernization of multi-site facilities, including at least two (2) years of supervisory responsibility for a building maintenance program
3. Additional experience above the required minimum may be substituted for college education on a year for year basis for up to two (2) years and/or a comparable amount of training and experience may be substituted for the minimum qualifications.
4. Demonstrated experience successfully managing a team
5. Ability to obtain a Commercial Driver's License
6. Ability to operate and manage a budget in accordance with school board policy and state purchasing laws
7. Ability to effectively present information

SUPERVISES: Departmental Staff

REPORTS TO: Superintendent or designee

JOB GOAL: Oversees, supervises and directs construction management, facilities, transportation, maintenance, grounds keeping, emergency planning and preparedness, custodial operations, risk management, energy management and conservation activities and other operational divisions of the District, as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Serve as District Risk Manager
2. Maintains safety standards and compliance with state and federal laws, regulations, and policies regarding school building and grounds, ~~school transportation~~, and risk management
3. Develops a program of preventive safety rules
4. Recruits, trains, and supervises all ~~transportation~~, maintenance and grounds personnel. Makes recommendations for personnel employment, transfer, promotion, and release
5. Leads, and promotes, a culture, and strategy, of continuous improvement throughout the Maintenance and ~~Transportation Operations~~ office that compliments similar efforts throughout the district
6. Provides administrative direction and leadership to the members of the Maintenance and ~~Transportation operations~~ departments
7. Communicates effectively with all members of the district and community
8. Works with the Chief Finance Officer (CFO), assists in budget development, budget monitoring, and control procedures in designated areas
9. Effectively manages assigned budgets
10. Works cooperatively with principals and other site supervisors in administering the individual site

and/or area operational needs

11. Prepares or directs the preparation of various reports to inform students, staff & constituents of the district's operational performance
12. Directs the development of policies and regulations where Maintenance and Transportation operations
13. Participates, as appropriate, in the district's expansion and construction processes
14. Monitors student enrollment trends
15. Administers the building purchased services, landscape maintenance, and transportation budget.
16. Submits all reports required by the State Department of Education
17. Establishes a regular preventative maintenance program
18. Maintains and submits records as are required to local, state, and federal agencies
19. Develops recommendations for future growth and building land needs
20. Maintains a working relationship with contractors and architects
21. Demonstrates prompt and regular attendance
22. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
23. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF STUDENT ACTIVITIES

QUALIFICATIONS:

1. AA certificate in Administration and Supervision
2. Experience as a head coach is preferred
3. Ability to work with principals, athletic directors, game officials, the community, and other groups
4. Ability to organize and manage programs of athletics as an integral part of the total educational program of the district
5. Ability to work with all coaches and assist where possible; ability to evaluate the coaches and make recommendations to the principals

REPORTS TO: Superintendent or designee

SUPERVISES: Departmental Staff

JOB GOAL: The Director of Student Services and Activities' goals are to provide leadership, organization, and supervision for all athletic/activity programs in the school district. Resolve issues related to student enrollment and due process.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Serves as chief administrator of all athletic programs of the District; works with administrators in selection and assignment of coaches and athletic staff
2. Evaluates job performance of all head coaches/sponsors in the district with annual written evaluations submitted to the principal or his/her designee using documentation as an accurate instrument in evaluation
3. Coordinates and supervises the scheduling of all athletic events in conjunction with building administrators
4. Serves as the liaison between the athletic programs and Hattiesburg Athletic Booster Club, Hattiesburg City Parks and Recreation, and other related groups
5. Serves as liaison between all athletic programs and their respective booster clubs, banquets,
6. Helps organize in-service training programs for high school and middle school athletic staff
7. Prepares and assists in the administration of athletic budget and coaching supplies; processing bills, game gratuities, travel and meal expenses, and legitimate reimbursements for athletic events to the accounting office; schedules necessary travel and meal arrangements for athletic teams in the school district.
8. Formulates and administers an athletic inventory system
9. Provides for staging home athletic contests for all schools, including financial arrangements, assignment of field force, necessary maintenance, and promotion of activity
10. Prepares bids in cooperation with Chief Financial Officer for equipment, supplies, uniforms, and athletic programs
11. Ensures that all athletic facilities are kept clean and submits requests for repair or improvement of facilities
12. Arranges details of visiting teams' needs and make necessary arrangements for the use of non-school playing fields/facilities
13. Coordinates sale of individual tickets for all games

14. Meets regularly with high school and middle school personnel to inform them of guidelines related to the overall program
15. Determines and monitors eligibility of each athlete prior to participation in any practice or game
16. Ensures that medical screening for each student-athlete has been provided prior to participation in any practice game
17. Establishes an atmosphere that ensures open lines of communication through regular coaches meetings as well as meeting with selected school and community groups
18. Establishes open lines of communication with the community that promote and foster understanding, cooperation, and acceptance of the athletic program in the eyes of the community
19. Ensures that all policies and rules of the National Federation, Mississippi High School Activities Association, State Department of Education, and school administration are updated and enforced
20. Informs all coaches of rules and regulations pertaining to the conduct of athletics programs (i.e., handbook, in-service programs, and updates), ensuring that they are thoroughly understood
21. Develops a procedure to notify parents and student-athletes of rules/regulations that apply to participation
22. Has knowledge of MHSAA regulations and implements them consistently
23. Enforces rules/regulations with established actions/penalties that are clearly stated and given to parents, student-athletes, and coaches
24. Coordinates with school district security personnel to provide for security and parking at athletic events
25. Manages issues with student residency to ensure compliance with MS Code and Board policy concerning requirements for student enrollment and attendance
26. Demonstrates prompt and regular attendance
27. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
28. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS:

1. Background in educational technology both in the workplace or from an accredited institution
2. Recommended that this person holds an advanced degree in educational administration, technology, or curriculum development from an accredited institution, given the curriculum and pedagogical background requirements
3. At least three years of supervisory experience preferred

SUPERVISES: Departmental Staff

REPORTS TO: Superintendent or designee

JOB GOAL: The Director of Technology organizes, directs, and oversees education and information technology activities; plans and manages a comprehensive and integrated education and information technology program to deliver cost-effective, reliable, timely, and high-quality educational technology equipment and services; acts as the district's primary authority on education technology issues; coordinates the implementation of the district's technology plan; works collaboratively with central office and school-based personnel to use and integrate educational technology in the instructional program.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Establishes the mission of the Department of Technology through and in response to the assessment of district needs and priorities
2. Directs and participates in the development of goals, objectives, policies, and procedures of the Department of Technology
3. Plans, directs, supervises, and coordinates the activities of department personnel
4. Plan, implement, and maintain a robust network, WAN, and data center to support the instructional and administrative needs of the district
5. Plan, implement, and maintain data security devices, processes, policies, and strategies
6. Plan, implement, and maintain cost-effective and sustainable digital device working environment
7. Participates in curriculum design team meetings and leadership team meetings with other department heads; discusses and reviews overall district issues and priorities; may serve on special task forces or direct the conduct of projects having a general district-wide impact
8. Assumes a leadership role in developing and implementing the district plan for instructional use of technology
9. Collaborates with principals, department heads, teachers, and others who will implement the district technology plan
10. Facilitates meetings with committees to implement the district's technology plan
11. Understands the district budget, budgeting process, and spending process, and works within this system to secure adequate resources for education technology integration
12. Oversees preparation and administration of the department's budgets
13. Manages the allocation and expenditures of funds for the department
14. Helps ensure that the school-level budgets and the district budget adequately support the district's

technology plan

15. Insures equity when budgeting for and distributing resources
16. Collaborates with administration and faculty to write grants for the implementation of educational technology
17. Assists the district in obtaining outside funding by participating in grant planning and proposal writing
18. Helps develop and maintain sustainable funding for technology and technology infrastructure
19. Oversees the development and implementation of the district's technology training plan.
20. Oversees the planning/scheduling of technology training that will facilitate successful technology integration in the classroom
21. Supports district's assessment team of online and technology-based assessments
22. Assists with assessment data and student information integration into analytics and other online applications
23. Assists in the evaluation of software, hardware, and courseware
24. Participates in district research projects to evaluate instructional use of technology
25. Stays abreast of educational technology trends and successes of other school districts and technology programs on a local, state, and national level
26. Designs and encourages pilot projects
27. Confers with other departments, agencies, public officials, vendors, and contract providers regarding education and information technology projects, programs, plans, and activities.
28. Disseminates technology-related information throughout the district via newsletters, email, district presentations, etc.
29. Actively participates in local and regional educational conferences with emphasis on educational technology and instructional/curricular programs
30. Works to improve the overall quality of education received by students in the district by being an educational change agent
31. Participates in the development of curricular standards and benchmarks to encourage appropriate use of technology
32. Demonstrates prompt and regular attendance
33. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
34. Performs other duties as assigned

ADDITIONAL LICENSES: It is recommended that this individual possess industry-standard certifications that may prove beneficial in the position (e.g., A+, IC3, etc.). This individual must possess and maintain a valid Mississippi driver's license and a satisfactory driving record.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: DYSLEXIA THERAPIST

QUALIFICATIONS:

1. Master's Degree with training in an Orton-Gillingham based Dyslexia Therapy Training program (accredited by the International Dyslexia Association (*IDA*))
2. Strong background in reading (*preferred*)
3. Four years of teaching experience at more than one grade level (*preferred*)
4. Evidence of strong written communication and presentation skills
5. Experience in providing professional development
6. Experience in working with students who have characteristics of dyslexia and/or a formative ruling of Dyslexia
7. Appropriate Educator License 203 Endorsement
8. Knowledge in the use of an Orton-Gillingham based instructional program
9. National certification as a Certified Academic Language Therapist (*preferred*)

SUPERVISES: N/A

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To lead district efforts in identifying students who qualify for dyslexia intervention services and to assist schools in making programming decisions that meet the student's needs. To provide ongoing training and support to staff members who provide dyslexia intervention to students qualifying for services. To train staff of effective instructional strategies for students who show characteristics of dyslexia or may have a formative ruling of dyslexia. To inform, train, and counsel parents of students who show characteristics of dyslexia or may have a formative ruling of dyslexia.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Instruct assigned students with characteristics /diagnosis of Dyslexia
2. Create lesson plans based on the analysis of instructional data to accelerate student learning
3. Oversee the administration /scoring of yearly required Universal Screeners for grades K-2
4. Ensure the district follows American College Testing (*ACT*) 1268
5. Oversee the administration /scoring of Screening for students in grades 2-12 *as necessary*
6. Assist schools in Universal Screening scores' interpretation
7. Assist school RTI committees in making program decisions for students who show characteristics of dyslexia and students who have gaps in literacy skills
8. Ensure the district is in compliance with House Bill 1046, that all students are administered a State Board Approved Dyslexia Screener in the Spring of Kindergarten and the Fall of First grade, and the data is submitted to the appropriate personnel at the Mississippi Department of Education
9. Assist schools in determining when students should be considered for a Dyslexia Screener
10. Administer and score Dyslexia Screeners, providing a written report of the Dyslexia Screening results and recommendations. Meet with the parents and school officials regarding the recommendations of the report

11. Review Dyslexia Assessments completed by outside agencies and determine if further testing is warranted. Meet with the parent and school officials regarding the district's programming recommendations
12. Administer and score the assessments necessary for Comprehensive Dyslexia Evaluation when warranted and provide written reports of results and recommendations
13. Meet with parents and school officials regarding recommendations of the report
14. Provide ongoing training for staff who provide dyslexia intervention to qualifying students
15. Provide ongoing training of effective literacy programs and instructional strategies to various staff members
16. Provide support, information, and ongoing training for parents
17. Attend school-related functions (*e.g., PTA*) outside the instructional day
18. Demonstrate prompt and regular attendance
19. Support the Hattiesburg Public School District Mission, Vision, and Strategic Plan
20. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: EARLY CHILDHOOD EDUCATOR

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. Appropriate endorsement and/training for the assigned course(s)

SUPERVISES: N/A

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: Improve kindergarten readiness by aiding teachers in developing effective teaching strategies for students.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides and organizes PD for HPSD Pre-K, PRVO Headstart, and local childcare centers.
2. Provides on-site technical assistance to HPSD Pre-K, PRVO Headstart, and childcare centers
3. Create and distribute center emails, newsletters, flyers, and other necessary information
4. Prints and distributes contact hour certificates for completed PD sessions of childcare workers
5. Administers academic screeners of future HPSD students at childcare centers and PRVO
6. Attend community meetings as requested
7. Assist with Pre-K registration and application process
8. Assist with Pre-K screeners
9. Provide student interventions in PreK and at ECC as needed
10. Monitor PreK student attendance
11. Manages and distributes instructional resources to teachers and provide training on the use of those resources
12. Attends school and district meetings/trainings as assigned
13. Provides individual and/or group instructional coaching and mentoring to teachers to improve classroom instruction for all learners
14. Serves as a member of the campus leadership team as required by building principal
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: EARLY CHILDHOOD PARENT EDUCATOR

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field, or a minimum of 60 hours of related college coursework
2. Demonstrate ability to work with children birth to four years old in the areas of language, intellectual, social-emotional and motor development
3. Appropriate endorsement and/training for the assigned course(s)

SUPERVISES: N/A

REPORTS TO: Director of Federal Programs

JOB GOAL: To provide instruction, information, and support to parents to give their child(ren) the best support throughout their educational journey.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists with **monthly** parental engagement activities for Title I and Early Childhood Collaborative
2. Schedule, conduct and document sessions with participating parents and their children to deliver a curriculum designed to teach basic parenting skills and child development
3. Provide community education related to Title I and Early Collaborative programs
4. Establish a network and create a database with local business and community organizations
5. Promote community awareness of programs through presentations to the community, church, civic and school groups, and the use of local media
6. Collaborate with community partner agencies to access services for families
7. Recruits participants (i.e., families, daycare, churches) for Early Childhood Center
8. Complete required paperwork, documentation
9. Attend any required meetings planned by grant-giving agencies and for the purposes of communicating information to parents and the community
10. Coordinate activities of volunteers who may be available to provide services for the purpose of increasing parent participation in school activities and student's educational process
11. Evaluates, selects, and **provides** parent center materials -Attending school-related functions (e.g., PTA) outside the instructional day
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

HATTIESBURG PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: EARLY LEARNING COLLABORATIVE PROJECT MANAGER

QUALIFICATIONS:

1. Bachelor's degree in education, business, administration, or related field
2. Grant management experience

SUPERVISES: N/A

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To effectively manage all areas related to the Early Learning Collaborative Grant

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Oversees grant management of Early Learning Collaborative Grant
2. Organizes application process for Hattiesburg Early Learning Collaborative
3. Assists director in writing/revising grant application
4. Creates and distribute emails, newsletters, flyers, and other information for grant
5. Purchases all necessary supplies, equipment, and other items for collaborative
6. Organizes all professional development training, including travel arrangements
7. Attends community meetings as requested
8. Adheres to state management guidelines
9. Works closely with MDE Department of Early Childhood
10. Monitors Pre-K student attendance in the collaborative
11. Provides support to partners of collaborative as needed
12. Schedules and facilitate Collaborative Council Meetings
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Performs other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ELECTRICIAN

QUALIFICATIONS:

1. High School Graduate
2. Five years or more in a staff electrician position or journeyman preferred
3. Requires a thorough knowledge of the standard practices, methods, materials and tools of the electrical trade, the local and national electrical codes, and the hazards and safety precautions peculiar to the trade
4. Knowledge of the principles and practices applied in the safe and efficient use of tools, materials, and equipment employed in the electrical trade
5. Knowledge of fluorescent, incandescent and LED lighting systems
6. Ability to make accurate estimates of time and materials for required projects
7. Ability to work from blueprints and specifications
8. Ability to prepare and follow verbal and written instructions
9. Skilled in locating and adjusting defects in electrical systems and equipment
10. Skilled in the use and care of tools and equipment of the electrical trade
11. Valid Mississippi driver's license

REPORTS TO: Director of Operations or designee

JOB GOAL: To ensure that all facilities meet the highest standards of electrical safety and design efficiency in accordance with NFPA Electrical Codes

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Install, alter, maintain, and repair wiring systems, P.A. systems, electronic clocks, fans, lights, and other electrical fixtures and equipment
2. Design, fabricate and install new electrical service as needed
3. Upgrade antiquated circuits and runs that are not within specifications/limitations of the NFPA Electrical Codes
4. Assist other technicians with electrical requirements and circuit management to new or additional equipment or increased load
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ELECTRONIC TECHNICIAN

QUALIFICATIONS:

1. High School Graduate
2. Requires a thorough knowledge of the standard practices, methods, materials and tools of the electrical trade, the local and national electrical codes, and the hazards and safety precautions peculiar to the trade
3. Knowledge of the principles and practices applied in the safe and efficient use of tools, materials, and equipment employed in the electrical trade
4. Knowledge of Master clock systems, intercoms, bell systems, fire/security alarms
5. Ability to make accurate estimates of time and materials for required projects
6. Ability to work from blueprints and specifications
7. Ability to prepare and follow verbal and written instructions
8. Skilled in locating and adjusting defects in electrical systems and equipment
9. Skilled in the use and care of tools and equipment of the electrical trade
10. Valid Mississippi driver's license preferred

SUPERVISES: N/A

REPORTS TO: Director of Operations or designee

JOB GOAL: To ensure that all facilities meet the highest standards of electrical safety and design efficiency in accordance with NFPA Electrical Codes

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Install, alter, maintain, and repair wiring systems, P.A. systems, electronic clocks, master clocks, bell systems, fire alarms, security alarms and intercoms
2. Install new intercom system, fire alarm system and security systems as needed.
3. Upgrade antiquated electronic equipment that is not within specifications/limitations of the NFPA Electrical Codes
4. Assist other technicians with electrical requirements, circuit management to new or additional equipment or increased load
5. Protect and maintain tools and equipment
6. Follow safety codes and regulations
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: EXECUTIVE SECRETARY TO THE SUPERINTENDENT/BOARD CLERK

QUALIFICATIONS:

1. High School graduate; additional schooling preferred
2. Typing and computer skills
3. Strong written and verbal communication skills
4. Strong organizational skills
5. Ability to multitask
6. Poised, Diplomatic, Congenial manner
7. Five years of clerical/secretarial experience at the executive level
8. Other qualifications as outlined by Superintendent/Board of Trustees

SUPERVISES: n/a

REPORTS TO: Superintendent

JOB GOAL: To relieve the Superintendent of paperwork and other impediments and to execute expeditiously and accurately the instructions of the Superintendent so he may devote maximum time to the central function of educational administration

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Keeps an extensive schedule of appointments and plans for numerous conferences, meetings, etc. for the Superintendent and Board
2. Performs highly skilled typing and word processing of correspondence, reports, notices, recommendations, etc.
3. Maintains a regular filing system that includes both routine and confidential files
4. Processes all correspondence; sorts and routes as necessary; assists in preparing replies
5. Orders and maintains supplies necessary to perform the duties of the office
6. Keeps Superintendent timely informed of any problems; refers problems to appropriate department heads in his absence
7. Performs diplomatic receptionist's duties both on the phone and in-person to ensure good public relations with callers or visitors
8. Oversee the scheduling of meetings on Boardroom and Conference Room calendars
9. Coordinates, assembles, and prepares board agendas; emails pre-board information to Board members
10. Serve as oAgendas Site Administrator and maintain upkeep of the site.
11. Serves as secretary for the Board of Trustees; records actions taken and prepares minutes for Board approval; maintains files of all Board meetings and action taken
12. Conducts all tasks in such a manner as to evoke the utmost confidence of persons dealing with the secretary in lieu of Superintendent
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: FACILITIES AND MAINTENANCE SUPERVISOR

QUALIFICATIONS:

1. Post-high school degree or certification preferred
2. Good physical health
3. Demonstrated skills in communication (oral and written)
4. Must possess supervisory skills
5. Have general knowledge of land descriptions and leases
6. Have general knowledge of building trades
7. Ability to read blue prints and schematics
8. Able to set priorities
9. Valid Mississippi Driver License

SUPERVISES: Maintenance personnel

REPORTS TO: Director of Operations

JOB GOAL: To maintain the physical plants in a condition of operating excellence so that full educational use of them may be made at all times. Serve as District Risk Manager.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. To manage and supervise all buildings and repair projects.
2. Maintains safety standards and compliance with state and federal laws, regulations, and policies regarding the school building and grounds and risk management.
3. Develops a program of preventive safety rules.
4. Recruits, trains, and supervises all maintenance and grounds personnel. Makes recommendations for personnel employment, transfer, promotion, and release.
5. Administers the building purchased services and landscape maintenance.
6. Authorizes purchases in accordance with budgetary limitations and district rules.
7. Maintains all district-owned physical plant equipment and develops plans for preventive maintenance.
8. Submits all reports required by the State Department of Education.
9. Examines school buildings on a regular basis for needed repairs and maintenance.
10. Establishes priorities on repair projects.
11. Estimates the cost of repair projects.
12. Lays out and inspects work and assists maintenance crew members.
13. Develops a system for dealing with emergency repair problems with efficiency.
14. Establishes a regular preventative maintenance program.
15. Maintains and submits records as are required to local, state, and federal agencies.
16. Develops recommendations for future growth and building land needs.
17. Have a working relationship with contractors and architects.
18. Cooperates with principals and site supervisors to ensure that facilities maintain a clean and orderly environment and experience the many benefits that come from pride and ownership among students, faculty and the support of the community.

19. Successfully completes the district staff development program.
20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: FIXED ASSETS CLERK

QUALIFICATIONS:

1. High School graduate
2. Ability to multitask
3. Ability to give attention to detail
4. Experience in secretarial and bookkeeping procedures
5. Ability to perform accurate mathematical computations
6. Ability to plan, organize, set priorities, and work independently
7. Ability to work under time constraints and deadlines, and shift when priorities change
8. Proficient in use of standard office equipment
9. Ability to handle sensitive and confidential information responsibly and with integrity
10. Ability to lift a minimum of 40 pounds to move and unpack equipment
11. Ability to climb on ladder
12. Maintain driver's license and be insured to drive and operate district vehicles

SUPERVISES: N/A

REPORTS TO: Chief Financial Officer

JOB GOAL: Maintains adequate control and accountability of fixed assets.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assigns tag numbers to newly acquired assets
2. Records acquisitions, transfers and dispositions in the accounting system using accurate forms, account numbers and classification code
3. Prepares disposal reports for Board of Trustees approval
4. Maintains physical and computerized fixed assets files; assists with ensuring the integrity of the database
5. Collects and maintains check-out forms for assets temporarily moved from assigned locations
6. Coordinates surplus sales and other asset dispositions in a timely manner
7. Coordinates with Technology department for distribution of technology equipment as needed
8. Performs monthly reconciliation of fixed asset records to expenditure reports
9. Coordinates annual physical inventory conducted at all locations throughout the district
10. Collaborates with schools and departments to bring prompt resolution to inventory discrepancies
11. Conducts physical inventory of rooms upon notice of employee changes and upon request
12. Conducts periodic audits to verify accuracy of assets and to determine obsolescence
13. Ensures all requirements are met for tagging and accounting for property purchased with federal and other grant funds
14. Collaborates with schools and departments to bring prompt resolution to lost and stolen assets
15. Assists with retrieving information for auditors and upon request
16. Assists with year-end asset reconciliation and depreciation expense
17. Maintains title information on vehicles and other property
18. Makes bank deposits daily

19. Manages the process for checking out district vehicles
20. Enters requisitions for vehicle maintenance and repairs
21. Addresses copier needs at all schools/departments; monitors and reports usage, enters requisitions for new copiers, facilitates removal of obsolete copiers and maintains copier records
22. Receives and routes incoming mail
23. Assists other department personnel as appropriate and necessary
24. Demonstrates prompt and regular attendance
25. Supports the Hattiesburg Public School District Mission, Vision and Strategic Plan
26. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: GENERAL MAINTENANCE/GROUNDS

QUALIFICATIONS:

1. Good health (Medical exam not required)
2. Ability to work in extreme weather conditions
3. High school diploma or GED certified
4. At least one (year)'s experience in lawn care and/or landscaping including experience on a zero turn mower. Experience in cutting commercial properties is preferred
5. Valid Mississippi driver's license

SUPERVISES: N/A

REPORTS TO: Director of Operations or designee

JOB GOAL: To maintain campus grounds to maximize presentations to visitors, the community, students and employees

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Campus landscaping and plant maintenance at main entrances
2. Maintain a revolving cut schedule
3. Mowing, edging, weed trimming/control and clean up debris
4. Safe operations of all equipment
5. Use safety glasses/goggles and other appropriate safety equipment when operating equipment and dispersing chemicals
6. Maintenance of equipment in regard to the mechanical ability of the employee
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: HEAD COACH

QUALIFICATIONS:

1. Proper certification by the State Department of Education
2. Knowledge of the sport he/she is coaching
3. Ability to effectively communicate with parents, public, co-workers, and administration or school board
4. Other qualifications may be set by the administration

REPORTS TO: Athletic Director/Coordinator

SUPERVISES: Assistant Coaches

JOB GOALS: Provide leadership, supervision, and organization for the sporting program. Ensure that players develop skills on and off the playing courts and fields that lead to success beyond athletics.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS

A. General Responsibilities

1. Implements policies presented in district school board policy, the annual athletic handbook, and MHSAA regulations.
2. Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channel.
3. Attends public, staff or departmental meetings as appropriate.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Perform other duties assigned by supervisor

B. Staff Responsibilities

1. Trains and informs staff, encourage professional growth by encouraging attendance at in-service programs and clinics.
2. Understands the proper administrative line of command and refers all student and parent requests or grievances through the proper channel.
3. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.

C. Administrative Duties

1. Assists the athletic director/coordinator in scheduling.
2. Requests transportation through the director of transportation
3. Provides documentation to fulfill MHSAA and district requirements concerning physical examinations, parental consent, drug screening, dragonfly, and all other eligibility.

4. Provides proper safeguards for maintenance and protection of assigned equipment sites; sends a written work request to the athletic director/coordinator.
5. Supervise practices, locker rooms and transportation.
6. Develops sound public relations with news media and booster clubs.

D. Student Responsibilities

1. Provides training rules and any other unique information about the sport to the parents and athletes.
2. Monitors student athletes' grades and conduct.
3. Is informed about policies concerning injuries, medical attention and insurance; completes paperwork on athletic injuries on proper forms and submits them to the proper personnel.
4. Directs student manager, assistants and statisticians.
5. Determines discipline; contacts parents if a student becomes ineligible or if the student is dismissed from the team, maintaining documentation.
6. Assists student-athletes in securing information concerning scholarships and financial aid.
7. Has a plan of action concerning emergency injury situations for home and away games.
8. Strictly adheres to safety procedures at all times.
9. Is accountable for all equipment, issues, stores and sends completed inventory forms to the athletic director/coordinator.
10. Properly marks and stores all equipment.
11. Is responsible for cleanliness and maintenance of sports equipment.
12. Refrains from the use of profanity and tobacco while coaching.
13. Monitors locker rooms and supervises all practices.
14. Cooperates and communicates with parents during the entire season.
15. Directs parental grievances to the athletic director/coordinator.
16. Makes facilities available to student-athletes for successful programs.

II. PERFORMANCE DUTIES

A. Planning

1. Confers with assistant coaches to plan and organize coaching techniques and methods.
2. Organizes practices to cover all basic game conditions.
3. Organizes duties of assistant coaches and assigns responsibilities.
4. Informs staff of their duties and responsibilities.

B. Teaching and Coaching

1. Takes pride in his/her coaching
2. Recruits players to participate and works to keep them involved.
3. Teaches team discipline.

C. High School and Middle School Relationships

1. Develops mutual respect between the high school head coach and his/her staff and the middle school staff.
2. Realizes that the success of the high school program depends in part on middle school programs.
3. Ensures that professional knowledge is shared with middle school coaches.
4. Requires cooperation by middle school coaches.

5. Performs other such duties and responsibilities as assigned by the principal and or athletic director/coordinator.

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees.

Resignation from coaching responsibilities is a resignation from teaching assignments, unless otherwise determined by district administration.

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: HVAC TECHNICIAN

QUALIFICATIONS:

1. Sufficient education/training in the installation, operations and repair of heating, air conditioning and refrigeration systems
2. HVAC Commercial license is preferred
3. 5 years of successful execution in HVAC repair/installation is preferred
4. Working knowledge of electrical, plumbing and sheet metal trades as they relate to installing, repairing/servicing HVAC and Refrigeration equipment
5. Working knowledge of high/low voltage electricity and its applications
6. Ability to diagnose/troubleshoot and repair various types of HVAC and Refrigeration systems including, but not limited to: Water Source Heat Pumps, Chillers, Boilers, Conventional Split Systems, Mini Split Systems, Package Units and Cooler and Freezer Units
7. Ability to estimate repair costs with detailed description on parts
8. Ability to communicate both verbally and in writing
9. Possess skills to develop interpersonal relationships with customers, peers and administrative personnel
10. Valid Mississippi driver's license

SUPERVISES: N/A

REPORTS TO: Director of Operations or designee

JOB GOAL: To provide safe, competent, reliable and efficient customer service that fosters an environment conducive to learning

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Maintain and repair all HVAC equipment
2. Perform preventative maintenance on all HVAC and Refrigeration systems
3. Oil and grease motors, pumps and air handling equipment
4. Check, adjust, and/or replace belts on HVAC equipment
5. Housekeeping of all areas around HVAC systems, chillers, boilers and air handlers
6. Maintain and repair all refrigerators, ice machines, walk-in coolers and freezers
7. Install, assemble and repair pumps, condensers, motors and other refrigerating equipment
8. Check, evaluate and charge refrigerant as needed
9. Repair/replace and calibrate HVAC and Refrigeration components as needed
10. Ensure all work, repairs and installations meet or exceed local, state and federal codes
11. Demonstrates prompt and regular attendance
12. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
13. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: INFORMATION TECHNOLOGY TECHNICIAN

QUALIFICATIONS:

Minimum Training and Experience:

1. High school diploma required, associates, or bachelor degree in technology-related field preferred
2. Experience implementing, troubleshooting, and maintaining end-user digital devices
3. Basic knowledge of DHCP and networking principles
4. Must have excellent written and verbal communication skills
5. Familiarity with switches and VoIP preferred
6. A+ and/or Network+ certifications preferred

Knowledge of:

1. Operational knowledge of end-user operating systems and hardware
2. Strategies for troubleshooting technology devices and digital environments
3. Network cabling and termination along with connectivity testing
4. Digital device imaging and software deployment processes
5. Operational knowledge of VoIP systems and end-user devices
6. Operational knowledge of basic wireless networking and equipment

Ability to:

1. Set-up, install, and maintain district computer systems.
2. Recommend and/or install workstation hardware and software upgrades
3. Setup, install, and maintain printers, computer peripherals, and their related software
4. Install and troubleshoot computer software while maintaining license requirements
5. Perform repair of computer hardware, printers, and peripherals, including acquisition of parts and maintaining service-related records
6. Coordinate the annual cleaning and preventive maintenance of district computer and network equipment
7. Provide support to end users through their requests for services by troubleshooting site hardware, software and wiring problems
8. Provide basic training on the care and operation of district computer equipment and software as needed
9. Provide input as needed for school technology planning and network operation

SUPERVISES: N/A

REPORTS TO: Director of Technology

JOB GOAL: Under the general supervision of the Director of Technology, this position provides an operational digital device environment in order to facilitate the efficient and effective use and integration of technology in the district's administrative and educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Responding to and troubleshooting help desk tickets
2. Installing and troubleshooting network-based equipment in collaboration with Network Administrator
3. Installing and troubleshooting software on end-user digital devices
4. Troubleshooting local and network printing issues
5. Implementing, configuring, and maintaining digital and technology-related devices
6. Maintaining accurate and thorough documentation
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: INSTRUCTIONAL TECHNOLOGIST

QUALIFICATIONS:

1. 3-5 years of K-12 school experience
2. Bachelor's degree in education, instructional technology, or a related field
3. Equivalent combination of training and experience which provides the required skills, knowledge, and abilities
4. Knowledge of:
 - a. Curriculum and effective teaching practices for all levels – preschool through high school
 - b. Evaluation and assessment practices
 - c. Federal, state, and local policies and procedures regarding instructional technology
 - d. Appropriate use of technology for instruction in various subject areas
 - e. Computer technology, multiple hardware and software platforms
 - f. Multimedia, telecommunications, and popular software applications
5. Ability to:
 - a. Read, interpret and apply complex rules and regulations
 - b. Communicate effectively with staff, parents, school sites, community, members and government agencies
 - c. Coordinate a variety of activities at different sites
 - d. Evaluate the effectiveness of programs and make recommendations for improvement
 - e. Develop long term goals and objectives
 - f. Evaluate the performance of hardware and software and make recommendations for improvement
 - g. Organize and deliver staff development opportunities that support the use of technology in education
 - h. Maintain complete and accurate records and to develop meaningful reports
 - i. Effectively express ideas orally and in writing
 - j. Establish and maintain effective working relationships as necessitated by work assignments

SUPERVISES: N/A

REPORTS TO: Assistant Superintendent

JOB GOAL: Provide instruction, training, and resources in order to facilitate the efficient and effective use and integration of technology in the district's educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provides input in the development of a system-wide and building level programs that enable students to use technology as learning tools
2. Investigates and disseminates information on best practices for technology integration, sources of

- information on trends, research and applications related to technology use in the school program
3. Is an effective model/leader of instruction and its best practices
 4. Gathers information documenting the effectiveness of instructional technology systems, tools, and resources, interprets this information, and provides constructive input in the evaluation of these systems, tools, and resources
 5. Provides training to teachers in the use of current technology to meet curriculum goals
 6. Provides training to teachers in computer competencies
 7. Participates in the development of activities that help integrate technology into various curriculum areas
 8. Maintains current knowledge of technology and instructional practices that relate to the use of technology
 9. Provides resource information relating to new techniques and practices that relate to the use of technology and that enables students to use technology as a learning tool
 10. Communicate with school and district personnel, parents, and community to share information about the district's technology initiatives and practices
 11. Serve on local and state collaborative partnerships with other instructional technologists or educational technology leaders
 12. Assists in the development and implementation of district professional development plans and implementations
 13. Assist with special projects in the technology department
 14. Works with district leadership to aide in maintaining accurate records related to student/teacher digital device use, maintenance, and inventory
 15. Assist with needs and plans for school-level technology initiatives
 16. Follow ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations
 17. Communicate with technology vendors and district-purchased technology-based services' support mechanisms when necessary
 18. Demonstrates prompt and regular attendance
 19. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
 20. Performs other duties as assigned

REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Requirements: Must be physically able to operate a variety of equipment including computer hardware and software, office equipment, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, technical manuals, trade journals, etc. Requires the ability to prepare reports, forms, system documentation, etc. using prescribed

formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.

Form/spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: INSURANCE CLERK

QUALIFICATIONS:

1. High School graduate (Associate's degree in accounting or related field preferred)
2. Understanding of general payroll laws, policies, practices and principles
3. Ability to perform accurate mathematical computations
4. Ability to plan, organize, set priorities, and work independently
5. Ability to work under time constraints and deadlines, and shift when priorities change
6. Ability to communicate clearly orally and in writing
7. Ability to exhibit professionalism with district staff, vendors and the public
8. Ability to handle sensitive and confidential information responsibly and with integrity
9. Proficient in use of standard office equipment
10. Proficient in Microsoft Office and the ability to operate computerized accounting and spreadsheet programs
11. Ability to multitask
12. Ability to give attention to detail

SUPERVISES: N/A

REPORTS TO: Chief Financial Officer

JOB GOAL: Accurate and prompt payment of employee benefits and withholdings and support of payroll processing.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers the employee benefit programs offered by the district
2. Acts as liaison between employees and insurance providers regarding coverage and changes
3. Coordinates insurance enrollment activities of the district
4. Coordinates the collection, processing and reporting of employee information with the Human Resources department
5. Meets with newly hired employees to explain benefits offered and assists with completion of enrollment forms and changes
6. Maintains forms, booklets, plan documents, etc., and distributes to employees as needed or requested
7. Enters benefit and deduction information in payroll database and maintains supporting documentation
8. Maintains a log of garnishments received and responds to withholding orders
9. Reconciles monthly billings to payroll reports, resolves discrepancies and submits premiums timely
10. Processes weekly time and leave records
11. Reconciles teacher leave records to substitute service invoices
12. Maintains records of premium escrow amounts and processes premium refunds
13. Completes employment verifications
14. Responds to questions from employees regarding deductions or leave

15. Assists with payroll data entry and processing as needed
16. Assists with other Business Office clerical needs
17. Assists with retrieving information for auditors and upon request
18. Recommends improvements to payroll procedures and practices
19. Assists other department personnel as appropriate and necessary
20. Demonstrates prompt and regular attendance
21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: INTERN

QUALIFICATIONS:

1. High School graduate
2. Organizational skill and problem-solving ability
3. Ability to work as a self-starter
4. Ability to plan, organize, set priorities, and work independently
5. Ability to handle sensitive and confidential information responsibly and with integrity
6. Proficient in use of standard office equipment
7. Other qualifications as determined by the administration

SUPERVISES: N/A

REPORTS TO: Superintendent or designee

JOB GOAL: To perform specific task as assigned by the Superintendent or designee

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Fulfill tasks set out by supervisors
2. Attend meetings and take minutes as directed
3. Perform research at a supervisor's request
4. Assists other department personnel as appropriate and necessary
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ISI MONITOR

QUALIFICATIONS:

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

SUPERVISES: N/A

REPORTS TO: Principal and Supervising Teacher

JOB GOAL: Supervise and monitor students assigned to the In-School Isolation Program

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus
2. Distributes and collects workbooks, papers, and other materials for instruction
3. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
4. Checks and records student’s attendance
5. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher
6. Reinforces the rules of the school and learning environment; Acknowledges and encourages appropriate behavior and distinguishes inappropriate behavior for the students' understanding
7. Completes applicable forms, schedules, and instructional reports, as directed
8. Cleans and maintains computers, equipment, and workstations
9. May assist and instruct students in various labs
10. Provide supervision for students who are assigned to the In-School Suspension classroom
11. Review in-school suspension policies, procedures and student expectations with students daily
12. Work with students and or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in students being assigned to ISI
13. Monitor all ISI assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate
14. Email teachers in advance for work requests and complete student Work Completion Logs for all students assigned to the room
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: JROTC ASSISTANT ARMY INSTRUCTOR (AI)

QUALIFICATIONS:

1. Noncommissioned Officers must be retired from the Army in the grades of E-6 through E-9.
2. Approved by U.S. Army Cadet Command to administer a high school JROTC Program
3. Proper certification as required by the Mississippi Educator Licensure Department
4. Appropriate endorsement and/training for assigned course(s)

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: The JROTC Assistant Army Instructor is responsible for assisting the Senior Army Instructor in with the administration, control, and education of students enrolled in the JROTC program.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Oversees the entire JROTC program at the building.
2. Complies with all regulatory guidelines outlined in Cadet Command Regulations
3. Positively fostering students' self-esteem
4. Working with and understanding a diverse student population
5. Integration of leadership, technology, and communication into the curriculum
6. Planning for and guiding the learning process to help students achieve program objectives.
7. Implementing useful diagnostic and progress assessment measures.
8. Selecting and using effective instructional methods and learning materials
9. Establishing a cooperative relationship with all assigned students
10. Working collaboratively to achieve the overall purpose of the school's program and support the District's vision, aims and goals
11. Integrates the themes of leadership, technology, and communication with a diverse population.
12. Provides quality work that engages students in learning
13. Possesses knowledge of subject matter content
14. Differentiates instruction for a variety of developmental stages and ability levels
15. Implements adopted curriculum subject matter standards and assessment instruments to meet school and district goals
16. Provides a physical environment that is safe, orderly, hazard-free, and conducive to learning
17. Implements approved disciplinary measures to allow for effective instruction and classroom management
18. Relates to parents and other community members, individual and corporate, in a positive and helpful fashion
19. Writes, speaks, and presents instruction in a clear, concise, and well-planned manner
20. Participates in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
21. Adheres to policies and procedures established by district, state, and federal guidelines
22. Submits required reports efficiently, promptly, and accurately
23. Inventories classroom materials, textbooks, and equipment

24. Accepts the responsibilities of co-curricular and extra-curricular duties as assigned by administration
25. Participates in departmental/grade-level teams, school-level teams, and district-level committees as requested
26. Attends school-related functions (e.g. PTA) outside the instructional day
27. Demonstrates prompt and regular attendance
28. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
29. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: JROTC SENIOR ARMY INSTRUCTOR (SAI)

QUALIFICATIONS:

1. Officers must be retired from the Army in the grades of W-1 through W-5 or O-3 through O-6
2. Approved by U.S. Army Cadet Command to administer a high school JROTC Program
3. Ability to work with diverse student population
4. Proper certification as required by the Mississippi Educator Licensure Department
5. Appropriate endorsement and/training for assigned course(s)

SUPERVISES: JROTC Program

REPORTS TO: Supervising Administrator

JOB GOAL: The JROTC SAI is responsible for overseeing and implementing the JROTC program. The SAI works collaboratively with the administrator(s), students, parents, and school staff. The primary mission of the SAI and the JROTC Program is “To Motivate young people to be better citizens.” This is accomplished by providing students with appropriate learning experiences designed to help them fulfill their academic potential, emotional and physical well-being, to promote social growth/success. Additionally, the SAI helps students to develop competencies and skills to function successfully in their career fields and society. The SAI follows the established curriculum set forth by Hattiesburg Public School District and JROTC Cadet Command. The SAI will act as the conduit between the armed forces recruiters, the Senior ROTC (SROTC) program at Southern Mississippi State University program, and the student body.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Complies with all regulatory guidelines outlined in Cadet Command Regulation 145-2, JROTC Program Organization, Administration, Operation, Training and Support and Cadet Command Regulation 145-8-3, Organizational Inspection Program
2. Oversees entire JROTC program at the building
3. Manage and conduct the Junior ROTC program according to school rules, regulations, and customs
4. Advises school authorities of laws and regulations impacting the program
5. Just as any other teacher, JROTC Instructors will be required to perform additional duties as required by the school. Additional duties may include hall monitor, chaperone, event security, test proctor, cafeteria duty, substitute teach other classes, etc
6. Provide classroom instruction utilizing the Curriculum Manager (CM)
7. Positively fosters students’ self-esteem
8. Ability to work with diverse student population
9. Integrates leadership excellence through (JROTC Cadet Leadership Challenge (JCLC) and JROTC Leadership and Academic Bowl (JLAB), Science, Technology, Engineering and Mathematics (STEM)
10. Implementing useful diagnostic and progress assessment measures
11. Plan instructional lessons that meet the diversity of students’ backgrounds, cultures, skills, and learning levels.

12. Aggressively support the Hattiesburg Public School District Mission, Vision, and Strategic Plan.
13. Utilize performance assessment task tools for measuring student performance and growth
14. Comply with school/district policies and procedures to include
15. Provides a physical environment that is safe, orderly, hazard-free, and conducive to learning
16. Implement classroom management techniques and procedures for optimum learning and discipline during classroom instruction
17. Maintain a positive rapport with parents, community leaders, armed forces recruiters
18. Provide student reports, equipment inventories (monthly, quarterly and yearly) to Cadet Command as required by regulation
19. Participates in departmental/grade-level teams, school-level teams, and district-level committees as requested
20. Attends school-related functions (e.g. PTA) outside the instructional day
21. Demonstrates prompt and regular attendance
22. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
23. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: LEAD COOK

QUALIFICATIONS:

1. High School Diploma or GED preferred
2. Demonstrated aptitude or competence for assigned responsibilities
3. Knowledge of food safety and workplace safety
4. Knowledge of basic math is needed to quantify food for preparation and handling
5. Ability to understand written procedures and schedules
6. Ability to keep supporting records as required
7. Ability to properly operate commercial kitchen equipment
8. Ability to relate with children; demonstrate excellent customer service with students, staff, parents, community, and school visitors

Supervises: N/A

Reports To: Child Nutrition Manager

Job Goal: To ensure the smooth and efficient operation of the child nutrition department for the ultimate health, comfort and benefits of the students

Typical Duties and Responsibilities:

1. Reports to job location at the specified time as designated by the child nutrition director and the Superintendent
2. Assumes a leadership role in the preparation and serving of all food in the cafeteria
3. Assumes responsibility for the security of food and supplies in the absence of the child nutrition manager. Complies with the procedures governing the removal of food from the premises
4. Supervises the storage and care of food supplies in the absence of the child nutrition manager
5. Assumes responsibility for the security of revenue for child nutrition services until it has been deposited at the bank in the absence of the child nutrition manager
6. Assures that menus developed by the child nutrition director are followed without deviation with the exception of nutritionally equivalent substitutions and maximum utilization of USDA foods
7. Plans work schedules and arrange for substitutes when required in the absence of the child nutrition manager
8. Instructs new employees in performing their assigned tasks
9. Assist with receiving food and supplies
10. Reports immediately to the principal or child nutrition director any problem or accident occurring in the kitchen or cafeteria premises in the absence of the child nutrition manager.
11. Assumes responsibility for the opening and closing of the facility and performs related duties as required in the absence of the child nutrition manager
12. Assumes responsibility for charting daily temperatures on all food and refrigeration equipment as assigned.
13. The usual and customary methods of performing the job's functions require the following physical demands: Significant lifting, carrying, pushing and/or pulling, some climbing, balancing, frequent

stooping. Kneeling, crouching and/or crawling and significant fine finger dexterity. The job is performed under some temperature extremes and under conditions with some exposure to the risk of injury or illness

14. While performing the duties of the job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to carry objects, to reach above the head and to bend and reach below the waist to operate foot and hand controls, and to write. The employee must frequently lift and/or move thirty (30) to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, and depth perception
15. Successfully completes the district's annual staff development program
16. Demonstrates prompt and regular attendance
17. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
18. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: LEAD GROUNDSKEEPER

QUALIFICATIONS:

1. Good health (Medical exam not required)
2. High school diploma or GED certified
3. At least two (year)'s experience in lawn care and/or landscaping
4. Valid Mississippi driver's license
5. Requires knowledge of garden, landscape and grounds maintenance methods and techniques
6. Requires knowledge of the rules, regulations governing use of pesticides, fungicides and herbicides including safety considerations.
7. Must have knowledge of maintenance and repair of grounds and landscaping equipment.
8. Requires knowledge of safety practices for tools, equipment, materials and chemicals
9. Must have sufficient administrative and leadership, and communication skills to document work and work productively with others.
10. Requires the ability to lead, train and guide Groundskeepers engaged in skilled to unskilled tasks.

SUPERVISES: N/A

REPORTS TO: Director of Operations or designee

JOB GOAL: To maintain campus grounds to maximize presentations to visitors, the community, students and employees

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Prioritize, assign Groundskeepers, participate and review the work-in-progress and results of grounds and landscape maintenance services.
2. Establish schedules and methods for providing grounds and landscape maintenance services within the limitations of available staffing and equipment.
3. Participate in the preparation and implementation of the grounds and landscape maintenance annual work plan.
4. Monitor the preventive and regular maintenance of assigned equipment. Requisitions supplies and equipment.
5. May inspect and monitor work performed by contractors.
6. Operate trucks, tractors, mowers and other ground maintenance and construction vehicles.
7. Operate a variety of hand and power tools commonly used in grounds maintenance work.
8. Demonstrates prompt and regular attendance
9. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
10. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: LEAD TEACHER

QUALIFICATIONS:

1. Master's degree in education and/or related field
2. Valid educational license
3. Appropriate endorsement and/training for the assigned course(s)

SUPERVISES: As designated by the principal

REPORTS TO: Principal

JOB GOAL: To provide leadership and support to the instructional program as well as plan and implement the objectives of the Title I program.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Collaborate with the principal/leadership team to use student data to identify program needs
2. Assist with identifying the curriculum needs of the faculty
3. Observes classroom instruction and provides peer assistance
4. Provide professional development and modeling for teachers and assistants on best instructional strategies
5. Study, select, and order materials to meet the students' identified needs based on instructional data
6. Collaborate with principal/leadership team to administer Title I funds to support the school plan
7. Organize daily, monthly, and yearly schedules to facilitate teaching and learning opportunities
8. Conduct grade level meetings as assigned or needed and attend all relevant school and district meetings
9. Attend all professional development as needed to lead and support the instructional program
10. Serve as instructional coach for those teachers on a plan of Improvement
17. Provide small group interventions for identified struggling learners
18. Attend meetings as required by MDE for remediation in best practices and training related to the areas of deficiency.
19. Demonstrates prompt and regular attendance
20. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
21. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: LIBRARY/MEDIA SPECIALIST

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. Experience with instructional technology and/or digital media preferred
4. Appropriate endorsement and/training

SUPERVISES: N/A

REPORTS TO: Principal

JOB GOAL: To provide students with the library materials and services most appropriate and most meaningful in their growth and development as individuals. To provide teachers with materials and services needed to enrich the classroom curricula

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides reading enrichment for students
2. Develops short and long-range goals for the media center program
3. Developed and implements policies and procedures for the media center
4. Maintains the media center to be an attractive, functional orderly environment with an atmosphere conducive to learning
5. Works with the technology coordinator to implement the technology plan for the school
6. Manages the library budget including special funds allocated to the library program
7. Provides a balanced, up-to-date collection of both print and non-print materials including technology to support the school's instructional program
8. Classifies, catalogues, processes, and organizes materials for circulation
9. Establishes circulation procedures for easy access to the media center collection and maintains records on the use of its resources
10. Accounts for materials through a yearly inventory and discards/weeds inappropriate, worn-out, or outdated items
11. Assists in the selection, training, supervision and evaluation of clerks, student assistants, and adult volunteers
12. Provides orientation and instruction for students and faculty in the use of the library media center's materials and equipment
13. Assists students and teachers in locating information and resources for research
14. Encourages reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials
15. Works cooperatively with teachers to integrate research, information retrieval skills, and library appreciation into the curriculum
16. Promotes a positive relationship with students, faculty, administration, and community
17. Determines instructional needs within the library media program by consulting with teachers and administrators
18. Publicizes library media programs and services

19. Distributes written communications to inform teachers of new materials in the media center
20. Develops and communicates goals, objectives, and budgetary needs for the library media program to administrators
21. Provides professional development in the use of information and technology for faculty and staff
22. Attends library conferences/workshops and continuing education courses to keep abreast of new library media trends
23. Participates in professional organizations and activities relating to library media and technology
24. Provides access to professional materials/information for the faculty and staff
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: MAINTENANCE FOREMAN

QUALIFICATIONS:

1. Three years' experience as a journeyman in one of the building trades, including one year of supervisory experience preferred
2. Associates Degree or comparable certification(s) desirable
3. Knowledge of methods, materials and equipment used in the various building maintenance specialties, including carpentry, plumbing, painting, electrical, heating and ventilating, building maintenance, repair practices and rules and regulations
4. Ability to read, interpret and work from construction drawings and blueprints; estimate materials and labor costs; layout, direct and control a maintenance work program involving diversified activities; keep records and prepare reports; supervise and establish cooperative working relationships with others
5. Other certifications as deemed necessary by administration

SUPERVISES: Electrical, HVAC, Carpentry, and other maintenance staff as designated

REPORTS TO: Director of Operations or designee

JOB GOAL: Under direction, supervises and personally performs repair and maintenance work on school buildings and equipment; does related work as required. The Maintenance Foreman is responsible for the immediate supervision of the district maintenance department and performs skilled work in one or more of the crafts when not occupied with other assigned duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Directs and participates in the work of a maintenance crew, including painting, plumbing, carpentry and electrical craftsmen and helpers
2. Sets performance standards by estimating and auditing work orders and jobs
3. Determines the need for building repairs and maintenance by inspection and review of work orders
4. Confers with school officials regarding building maintenance
5. Determines priorities and assigns work schedules
6. Makes job cost estimates, including labor and material needs
7. Prepares and reviews plans and specifications for maintenance work
8. Lays out and inspects work of maintenance crew and assists in solving problems which may develop; keeps records and prepares reports
9. Reviews and evaluates the work of maintenance employees
10. Make purchases in accordance with applicable local, state, and/or federal purchasing laws
11. Answers emergency calls at any time and takes appropriate actions to protect and preserve the property of the District
12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: MECHANIC

QUALIFICATIONS:

1. A satisfactory driving record
2. A satisfactory work record
3. High School graduate or equivalent
4. Currently possess or be willing to obtain a Class B Commercial Driver's License with a "P" and "S" endorsement
5. Knowledge and experience to perform gas and diesel engine tune-ups, complete engine overhauls, general mechanics, and other related duties
6. Experience in body repair of large vehicles
7. Must be insurable by district insurance carrier
8. Must be physically able to lift heavy weights
9. Must be able to communicate effectively with school bus drivers
10. Must be ASE certified or be willing to obtain ASE certification in various areas of expertise

SUPERVISES: N/A

REPORTS TO: Transportation Supervisor or designee

JOB GOAL: To assist the Mechanic and Transportation Supervisor in ensuring the safe operation of all motor vehicles within the district through proper care and maintenance.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Perform major and minor motor repairs and replacement work on school buses, cars, trucks, and other district equipment
2. Performance of body repairs, including minor body work, painting, glass, and seat repairs
3. Replace valves and seat grinding
4. Braze and weld metals as needed
5. Install rings and bearings and effects proper adjustments
6. Overhauls and repairs carburetors and clutches
7. Tune motors using standard testing equipment, clean and replace spark plugs, and install radiator hoses
8. Repair transmission, differentials, front and rear axle assemblies
9. Take down, repair, and reassemble air compressors, pumps, and related equipment
10. Service vehicles with fuel, oil, air, water, and fluids on a rotational basis
11. Respond to vehicle breakdown emergencies to include nights and possibly weekends
12. Check alignment of wheels
13. Maintain shop area, facilities, and tools in a clean, safe condition
14. Insure proper disposal of oils, fluids, and tires to meet the requirements of the EPA
15. Drive any bus route that may be required as assigned by the Transportation Director
16. Conforms to all state laws and regulations regarding school transportation
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

19. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: NETWORK ADMINISTRATOR

QUALIFICATIONS:

Training and Experience:

1. Associates or 4-year degree (or commensurate experience/training) and 3-years related experience preferred
2. Knowledge and experience with routing, switching, and VOIP systems
3. Strong composition and verbal communication skills

Knowledge of:

An ideal candidate would have broad working knowledge of network, VOIP, and server infrastructures.

Ability to:

1. Read, interpret, and apply complex documentation for technology systems
2. Communicate effectively with district staff
3. Coordinate a variety of activities simultaneously
4. Collect, organize, and analyze data for district systems

SUPERVISES: Not applicable

REPORTS TO: Director of Technology

JOB GOAL: Under the general supervision of the Director of Technology, this position provides a robust network, server, and digital device environment in order to facilitate the efficient and effective use and integration of technology in the district's administrative and educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Implementation, configuration, and monitoring all network wired and wireless infrastructure (physical and logical) and planning for future capacity increases
2. Configuration and deployment of lab environments
3. Troubleshooting technology-related systems with interaction with vendors and service providers
4. Knowledge and experience with DHCP, DHCP failover, DNS, Microsoft MPS (or Radius servers in general,) WSUS (Windows Update Server, WDS (Windows Deployment Services and SCCM,) and Active Directory Group Policy, Sites and Services replication
5. Knowledge and experience with firewall and network security best practices
6. Diagnoses problems with network equipment and performs equipment repair or upgrades when appropriate
7. Works with System Administrator and Director of Technology in planning, installation, and documentation of network topology and Virtual Desktop Infrastructure (VDI)
8. Assists System Administrator with maintenance of VOIP phone system
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

11. Perform other duties assigned by supervisor

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: NURSE

QUALIFICATIONS:

1. Licensed as a Registered Nurse in the State of Mississippi
2. Other qualifications as deemed appropriate by administration

SUPERVISES: N/A

REPORTS TO: Director of Exceptional Children and Health Services

JOB GOAL: To provide health services to all students

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Develop, implement, and monitor health plans for students with acute and chronic illnesses.
2. Coordinates school and community health activities as a liaison health professional between the home, school, and community
3. Assists teachers, principals, and administrators in developing school health program
4. Assists school health programs of physical examinations, hearing screenings, and vision screenings
5. Implement educational activities to promote health and wellness
6. Provides and/or supervises care for students with special needs
7. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters
8. Provides health education and anticipatory guidance to teachers and staff on common health conditions
9. Serves as a liaison health professional between parents, school personnel, physicians, clinics, and other agencies on student health matters
10. Administers first aid in accordance with established first aid procedures
11. Makes recommendations/referrals on health needs of individual students
12. Implements policy on exclusion and readmission of students in connection with infectious and contagious diseases
13. Participates in staff development programs
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Perform other duties assigned by supervisor

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PAINTER

QUALIFICATIONS:

1. Any combination of education and experience providing the required skill and knowledge for successful performance
2. Possess a working knowledge of the occupational hazards and standard safety precautions governing normal products and chemicals of the industry
3. Ability to determine the quantity and quality of paint and to make correct estimates of time and materials for required projects
4. Ability to understand and follow oral and written instructions and the ability to erect and work from scaffolding
5. Skilled in the application of varnishes and paints by brush, roller or spray gun
6. Skilled in mixing and matching of paints and stains
7. Skilled in human interpersonal relationships
8. Valid Mississippi driver's license

REPORTS TO: Director of Operations or Designee

JOB GOAL: To maintain campus appearance to maximize presentation to visitors, the community, students and employees

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Applies coats of paint, varnish, stain, enamel or lacquer to decorate and protect interior or exterior surfaces, trimmings and fixtures
2. Mixes and matches paint colors to obtain desired color and consistency
3. Prepares surfaces for painting – removes old paint from surfaces, conditions surfaces and fill nail holes, cracks and joints with filler
4. Removes graffiti using proper materials and equipment
5. Applies paint using brushes, spray guns or paint rollers
6. Erects scaffolding and set up ladders to perform required tasks
7. Makes accurate estimates of paint, materials and time for job assigned
8. Protects all supplies, tools and equipment
9. Maintains file of paint used
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PAYROLL SPECIALIST

QUALIFICATIONS:

1. Associate's degree in accounting or related field (Bachelor's degree preferred)
2. At least two years of payroll, accounting and/or bookkeeping experience
3. Understanding of general payroll laws, policies, practices and principles
4. Knowledge of general accounting practices and computerized accounting systems
5. Ability to create and maintain extensive amounts of data and/or documentation in a highly organized manner and develop appropriate report formats
6. Ability to research, analyze, interpret and use data in decision-making
7. Ability to perform accurate mathematical computations
8. Ability to plan, organize, set priorities, and work independently
9. Ability to use considerable independent judgment
10. ability to work under time constraints and deadlines, and shift when priorities change
11. Ability to communicate clearly orally and in writing
12. Ability to exhibit professionalism with district staff, vendors and the public
13. Ability to handle sensitive and confidential information responsibly and with integrity
14. Proficient in use of standard office equipment
15. Proficient in Microsoft Office and the ability to operate computerized accounting and spreadsheet programs
16. Ability to multitask
17. Ability to give attention to detail

SUPERVISES: N/A

REPORTS TO: Chief Financial Officer

JOB GOAL: Prompt and accurate processing of payroll and handling of payroll related matters

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Performs all activities necessary to process semi-monthly and monthly payrolls including but not limited to collection and analyses; coding and data entry; reconciliation and production of payroll
2. Coordinates the collection and approval of weekly attendance and leave information
3. Ensures proper computation of pay based on supporting documentation
4. Calculates prorated salaries and other special pay adjustments
5. Ensures all tax and retirement payments are submitted timely and prepares tax reports
6. Ensures employee database is updated and remains current
7. Maintains payroll files
8. Performs all activities necessary to close out the monthly, quarter, calendar and fiscal year, including but not limited to the preparation of all applicable reports and the generation of W-2s
9. Responds to questions from employees regarding wage calculations and deductions
10. Completes employment wage verifications
11. Ensures payroll expenditures are charged to correct account distributions
12. Performs reviews of staff allocations (full time equivalents) in payroll system

13. Assists with development of the annual personnel budget and preparation of contracts/agreements
14. Coordinates the collection, processing and reporting of employee information with the Human Resources department
15. Assists in updating tax tables, salary schedules, position codes and other items in payroll database
16. Assists in administration/updates in employee portal
17. Provides monthly expense reports to program directors
18. Assists in monitoring wage and hour compliance
19. Recommends improvements to payroll procedures and practices
20. Assists with retrieving information for auditors and upon request
21. Assists other department personnel as appropriate and necessary
22. Demonstrates prompt and regular attendance
23. Supports the Hattiesburg Public School District Mission, Vision and Strategic Plan
24. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PERSONNEL SPECIALIST

QUALIFICATIONS:

1. High school diploma required
2. Ability to review and interpret highly technical information
3. Write technical training guides/manuals
4. Perform basic math
5. Experience and/or training in computer technology, educational technology, or network engineering

SUPERVISES: N/A

REPORTS TO: Assistant Superintendent of Personnel and Schools

JOB GOAL: To assist the Assistant Superintendent of Personnel and Schools by providing technical support to the administration of district personnel policies and procedures and tasks given to the general operation of the school district.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Coordinate and administer pre-employment process for employees
2. Coordinate and administer employee change of status for resignations, change in positions, school, salary, terminations, license upgrades or any other changes in employment status.
3. Coordinates and administers the on boarding process for substitutes
4. Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages
5. Assists with employment process for the purpose of meeting district staffing requirements while complying with established guidelines
6. Assists with new employee orientation (e.g. introducing personnel, payroll, and benefit policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes
7. Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions
8. Compiles data from a variety of sources (e.g. applicants, employees, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements
9. Maintains a variety of employment files and records, (e.g. applicants, test scores, fingerprinting tracking records, highly qualified, job descriptions, etc.) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position and complying with mandated requirements
10. Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
11. Prepares a variety of reports and related documents (e.g. classified and certificated reports, purchase orders, supply requisitions, recruitment packages, Human Resources newsletter, etc.) for the purpose of providing documentation and information

12. Processes documents and materials (e.g. applications, photographs of employees and identification cards, fingerprinting, employment verification, etc.) for the purpose of developing and disseminating information to appropriate parties
13. Receives items within the office (e.g. mail, messages, application packets, packages, supplies, etc.) for the purpose of ensuring receipt and delivery to addressee.
14. Assist with employment process
15. Processing employee CEU credits and monitoring employee license status via MECCA
16. Process leave requests
17. Process applications for hiring of all non-licensed staff (secretaries, custodians, teacher assistants, maintenance, bus drivers, cafeteria)
18. Input and maintain demographic data base and Personnel Report for MDE & MSIS
19. Ensure compliance of accreditation for MDE
20. Post vacancies as they occur/needed
21. Input and maintain demographic data base
22. Ensures personnel documents are complete and accurate.
23. Ensures personnel board reports are complete and accurate
24. Processes unemployment claims on all personnel and participates in unemployment claim hearings as requested.
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PERSONNEL SPECIALIST II

QUALIFICATIONS:

1. High school diploma required
2. Ability to review and interpret highly technical information
3. Write technical training guides/manuals
4. Perform basic math
5. Experience and/or training in computer technology, educational technology, or network engineering

SUPERVISES: N/A

REPORTS TO: Assistant Superintendent of Personnel and Schools

JOB GOAL: Supports the Assistant Superintendent of Personnel and Schools with managing and providing a wide variety of complex secretarial and administrative support in major functional areas of the District; organizing and coordinating office activities and communications; and providing information to District staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Coordinate and administer pre-employment process for employees
2. Coordinate and administer employee change of status for resignations, change in positions, school, salary, terminations, license upgrades or any other changes in employment status.
3. Coordinates and administers the on boarding process for substitutes
4. Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages
5. Assists with employment process (e.g. callbacks, scheduling interviews, entering information into computer, maintaining current applications, assisting with applicant searches, notification, new teacher orientation/induction, career fairs, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines
6. Assists with new employee orientation (e.g. introducing personnel, payroll, and benefit policies, assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes
7. Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions
8. Compiles data from a variety of sources (e.g. applicants, employees, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements
9. Maintains a variety of employment files and records, (e.g. applicants, test scores, fingerprinting tracking records, highly qualified, job descriptions, etc.) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position and complying with mandated requirements
10. Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating,

- data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
11. Prepares a variety of reports and related documents (e.g. classified and certificated reports, purchase orders, supply requisitions, recruitment packages, Human Resources newsletter, etc.) for the purpose of providing documentation and information
 12. Processes documents and materials (e.g. applications, photographs of employees and identification cards, fingerprinting, employment verification, etc.) for the purpose of developing and disseminating information to appropriate parties
 13. Receives items within the office (e.g. mail, messages, application packets, packages, supplies, etc.) for the purpose of ensuring receipt and delivery to addressee.
 14. Assist with employment process
 15. Processing employee CEU credits and monitoring employee license status via MECCA
 16. Process leave requests
 17. Process applications for hiring of all non-licensed staff (secretaries, custodians, teacher assistants, maintenance, bus drivers, cafeteria)
 18. Input and maintain demographic data base and Personnel Report for MDE & MSIS
 19. Ensure compliance of accreditation for MDE
 20. Post vacancies as they occur/needed
 21. Input and maintain demographic data base
 22. Ensures personnel documents are complete and accurate.
 23. Ensures personnel board reports are complete and accurate
 24. Processes unemployment claims on all personnel and participates in unemployment claim hearings as requested.
 25. Demonstrates prompt and regular attendance
 26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
 27. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PERSONNEL SPECIALIST (Classified)

QUALIFICATIONS:

1. Ability to review and interpret highly technical information
2. Write technical training guides/manuals
3. Strong written and verbal communication skills
4. Strong organizational skills
5. Ability to multitask
6. Experience in secretarial and bookkeeping procedures
7. Experience and/or training in computer technology, educational technology, or network engineering
8. Perform basic math

SUPERVISES: N/A

REPORTS TO: Assistant Superintendent of Personnel and Schools

JOB GOAL: Provide technical support to the administration of district personnel policies and procedures and tasks given to the general operation of the school district.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Working closely with district personnel office, school records' clerks, and special services department personnel
2. Creating reports for district reporting and decision-making
3. Maintain personnel files on all active and inactive employees
4. Process leave requests
5. Process applications for hiring and credentialing of all licensed/classified staff and certified staff
6. Post classified vacancies as they occur/needed
7. Input and maintain demographic data base and Personnel Report for MDE & MSIS
8. Ensure compliance of accreditation for MDE
9. Process unemployment claims on all personnel (classified)
10. Process non-certified applicants for both employment and termination of employment
11. File state department reports
12. Receives incoming calls from prospects concerning possible employment
13. Maintain list of teacher assistant/aids, maintenance, child nutrition, tutors and transportation applicants by name, race, sex, and date of application
14. Ensures that all applicants meet compliance with I-9 (Employment Eligibility Verification Form)
15. Coordinate with principals to aid in the replacement of classified personnel
16. Prepare substitute teacher list for teacher assistants
17. Input of purchase orders for the office
18. Complete retirement applications on all personnel
19. Input and maintain demographic data base for marathon
20. Input and maintain the personnel report for MSIS (Classified Staff)
21. Process travel request for the department

22. Process Family and Medical Leave Act Forms for all employees
23. E-verify all classified staff
24. Process check request
25. Maintain the inventory for the department
26. Coordinates and conducts fingerprinting for all employees
27. Submits department absentee report
28. Complete the verification of experience for classified staff
29. Demonstrates prompt and regular attendance
30. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
31. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PERSONNEL SPECIALIST (EMPLOYEE BENEFITS AND COMPENSATION)

QUALIFICATIONS:

1. Ability to review, interpret, and write highly technical information
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in human resources management or related work
6. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Assistant Superintendent of Personnel and Schools

JOB GOAL: To assist the Assistant Superintendent of Personnel and Schools by providing technical support to the administration of district personnel policies and procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Working closely with district personnel office, school records' clerks, and special services department personnel
2. Creating reports for district reporting and decision-making
3. Maintain personnel files on all active and inactive employees
4. Process leave requests
5. Develop spreadsheets on all personnel salaries
6. Assist with drafting salary schedules
7. Calculate sick leave and salary deductions on employees when use more than allowable sick leave
8. Calculate final pay for employees who resign or retire
9. Maintain continuous communication with the Business Office relative to any salary changes on licensed personnel
10. Prepare E.E.O.C. reports as may be required
11. Complete retirement applications on all personnel
12. Conduct studies relative to comparison of other school district's' personnel policy and procedure
13. File state department reports
14. Coordinate with Workers' Comp to monitor employee's welfare to ensure job readiness
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PLC CHAIR

QUALIFICATIONS:

1. Valid Mississippi educators license
2. At least 1-year experience teaching at school site and 3 years of total teaching experience preferred
3. Be committed to professional growth and development
4. Demonstrate a willingness to listen, support, and encourage new teachers
5. Has knowledge of best practices, instructional strategies, classroom management and behavior management
6. Serve as a role model for promoting effective instruction and professionalism
7. Demonstrate a willingness to share resources, materials and expertise
8. Demonstrate respect for children, colleagues, parents and school leadership
9. Have excellent facilitation, organizational and oral and written communication skills
10. Appropriate endorsement and/training for assigned course(s)

SUPERVISES: As designated by principal

REPORTS TO: Principal

JOB GOAL: The PLC Chair is a coach and mentor to an assigned group of teachers and facilitates their professional learning community.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Plan and facilitate PLC meetings focused on discussion and evaluation of student growth and teachers' use of new instructional strategies
2. Advise and support team teachers with strategies and instructional skills to meet the specific needs of teachers and students
3. Observe and provide peer assistance and coaching through informal observations
4. Provide the necessary information, encouragement and support for PLC team development
5. Coordinate with support staff (i.e. principals, academic coaches, interventionists, department chairs, counselors, etc.) to meet school and classroom needs
6. Team teach, provide demonstration lessons, provide staff development with colleagues by request
7. Assist in developing and implementing standards-based curriculum at the team level
8. Assist in analyzing school and teacher/ student achievement data
9. Provide input regarding curriculum and assessment planning at the school-wide level
10. Communicate effectively with colleagues while coaching, listening, teaching, encouraging and demonstrating research-based practices
11. Attend all professional development required by the district to lead and support the instructional program
17. Attend meetings as required by MDE for remediation in best practices and trainings related to the areas of deficiency
18. Demonstrates prompt and regular attendance
19. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

20. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: At-will agreement not to exceed \$2,000; Subject to the availability of local, state, and/or federal funds.

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PLUMBER

QUALIFICATIONS:

1. Knowledge of pneumatic controls, air compressors, boiler controls and water heating controls
2. Knowledge of the tools, equipment, materials, methods and practices of the plumbing trade and plumbing codes
3. Knowledge of the hazards and safety precautions of the trade
4. Ability to work from sketches, blueprints and specifications
5. Ability to prepare and follow verbal and written instructions
6. Ability to make accurate estimates of time and materials needed for projects or jobs
7. Skilled in the use of tools, materials and equipment of the plumbing trade according to standards, practices or codes
8. Valid Mississippi driver's license

SUPERVISES: N/A

REPORTS TO: Facility and Maintenance Supervisor

JOB GOAL: To ensure that all facilities meet the highest standards of plumbing services that ensure health, safety and efficiency in operation for the students and personnel that these facilities serve

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Install, maintain and repair water lines, sewer lines, lavatories, commodes and other fixtures, gas lines, steam lines, and steam fixtures in buildings
2. Identifies the location of all water and gas shut-off valves
3. Repair old plumbing, replace leaking water faucets and fixtures, and unstop clogged drains
4. Install restroom and kitchen dispensers as needed
5. Replace boiler certificates as required by state and federal guidelines
6. Install and maintain water lines, backflow preventers, sewer and gas systems, valves, gates and hydrants
7. Responsible for proper use and care of all tools, equipment and vehicles
8. Exercise proper safety precautions and follow all codes and regulations
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PRINCIPAL

QUALIFICATIONS:

1. Minimum of AA certificate in Administration and Supervision
2. Five years of successful school administrative experience preferred
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments

SUPERVISES: Teaching and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at assigned job site

REPORTS TO: Superintendent or designee

JOB GOAL: To provide on-site administration and execution of the district goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers and submits records, plans, and reports as required by the district, State Department of Education, and federal guidelines
2. Devises, implements, and articulates a strategic plan for achieving school goals
3. Attends school board, district, staff, and other meetings and serves on committees
4. Communicates policies, procedures, and expectations to faculty, staff, students, and parents
5. Conducts all pupil promotion and retention activities in the school under guidelines established by the district Board of Trustees
6. Coordinates and develops the overall instructional activities and plans within the school in accord with district administrative guidelines/expectations and state accreditation standards
7. Develops programs to include teacher, student, and community input into the decision-making process
8. Supports and implements the district's instructional management plan and professional development plan
9. Ensures that classroom teachers manage the classroom in such a manner as to facilitate pupil learning
10. Evaluates instruction
11. Formulates (frames) the school's mission and objectives related to district goals
12. Has an organized system of commending staff and students, both individually and collectively, for accomplishment
13. Informs staff of their duties and responsibilities
14. Inspects the site and reports needs (ensures cleanliness, etc.)
15. Maintains inventories
16. Maintains student discipline

17. Manages and supervises school activities to avoid interruption of the school day
18. Organizes and supervises student services (registration, scheduling, programming, attendance, grade reports, guidance reports, and local, state, and federal reports)
19. Participates in local organizations and groups (such as memberships, presentations, attendance, etc.)
20. Provides a systematic method of collective data on attendance, behavior, course performance, and other academic indicators
21. Provides collegial/collaborative structure for decision making through supportive internal and external relationships (such as P-16 councils, PLCs, PTAs, etc.)
22. Provides for the health, safety, and welfare of staff and students at all times
23. Provides formal opportunities for students, parents, teachers, administrators, business, and professional leaders to give input in planning school performance goals and academic incentives
24. Provides specific training activities to help classroom teachers and support staff improve instructional practice were found to be inadequate
25. Purchases supplies and instructional support materials in quantity adequate to carry out the intent of the local instructional management plan
26. Recommends, supervises, and evaluates personnel
27. Supervises extracurricular activities
28. Uses funds properly to maintain equipment and supplies
29. Demonstrates prompt and regular attendance
30. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
31. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Principal Mentor/Co-Principal

QUALIFICATIONS:

1. Master's degree in Education, Educational Leadership, or a related field
2. Valid administrative certification (preferred)
3. Minimum of 5-10 years of experience in educational leadership, preferably as a principal
4. Proven track record of successful school management and student achievement
5. Strong knowledge of instructional best practices, curriculum development, and school operations
6. Other Qualifications as determined by the Administration

SUPERVISES: N/A

REPORTS TO: Superintendent and/or Superintendent's Designee

JOB GOAL: Responsible for supporting new and current principals' professional growth and development. This role involves providing guidance, sharing expertise, and offering feedback to enhance leadership skills, improve school management, and promote student achievement.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. *Mentorship and Coaching*
 - a. Develops and implements mentorship programs for new and existing principals and assistant principals.
 - b. Provides one-on-one coaching and support to principals and assistant principals, focusing on leadership skills, school management, and instructional practices.
 - c. Conducts regular meetings with mentees to discuss goals, challenges, and progress.
 - d. Attends and actively participates in faculty meetings, contributing to discussions and decision-making processes.
 - e. Collaborates with the leadership team to develop and implement school-wide initiatives and policies.
 - f. Supports principals in preparing for and leading faculty meetings and other school functions.
 - g. Engages with staff and faculty to build strong relationships and foster a positive school culture.
2. *Daily Supervision:*
 - a. Supports principals in managing daily administrative tasks, including scheduling, staff assignments, and resource allocation.
 - b. Assists in resolving any immediate issues or emergencies during the school day.
 - c. Attends after-school and athletic events to support student activities and ensure proper supervision.
3. *Professional Development:*
 - a. Designs and facilitates professional development workshops and training sessions for principals and assistant principals.
 - b. Stay updated on best practices in educational leadership and share relevant knowledge with mentees.

4. *Observations and Feedback*
 - a. Conducts classroom and school-wide observations to provide constructive feedback to principals.
 - b. Assists principals in developing action plans to address identified areas for improvement.
 - c. Monitors the implementation of improvement strategies and provides ongoing support.
5. *Support and Resources:*
 - a. Serves as a resource for principals, offering advice and guidance on various aspects of school leadership.
 - b. Assist in the development and implementation of school improvement plans.
 - c. Provide support in areas such as curriculum development, staff management, and community engagement.
 - d. Serves as interim principal during extended administrator absence at various school sites.
6. *Evaluation and Reporting:*
 - a. Assess the effectiveness of the mentorship program and make recommendations for improvements.
 - b. Maintain accurate records of mentoring activities and mentee progress.
 - c. Provide regular reports to the superintendent on the status and outcomes of the mentorship program.
7. Demonstrates prompt and regular attendance
8. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
9. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PRINT SHOP WORKER

QUALIFICATIONS:

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer print and design programs

SUPERVISES: N/A

REPORTS TO: as assigned

JOB GOAL:

To duplicate materials required by school personnel and volunteers for instructional and administrative functions including: instructional materials, conferences, special events, meetings, etc. and delivering completed materials within established timelines.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Answers questions from district employees and vendors for the purpose of providing general information and/or status inquiries
2. Assists district employees, parents, board members, etc. with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner
3. Calculates resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities
4. Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements
5. Maintains printing machines, high speed copying machine, equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests
6. Maintains work production and recharge records (manual and computer) for the purpose of projecting equipment and supply requirements and ensuring the accuracy of departmental billing
7. Performs minor repairs and routine maintenance for the purpose of maintaining bindery machines and equipment in good working condition
8. Performs standard maintenance and minor repair of offset and duplications office equipment and coordinates its repair (e.g. ink systems, moisture systems, pressures, paper paths, bindery equipment, etc.) for the purpose of ensuring availability of equipment as needed
9. Prepares completed jobs (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution
10. Prints a variety of materials (e.g. booklets, forms, letters, etc.) for the purpose of providing

duplicated materials in accordance with work request specifications

11. Prints a wide variety of forms, catalogs and documents (e.g. multicolor reports, announcements, forms, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings
12. Reviews materials submitted for duplication (e.g. spelling, layout, paper-request, etc.) for the purpose of correcting errors, avoiding unnecessary expenses and meeting requester's needs
13. Schedules requests for duplicating services received from school site staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring availability of completed materials by requested completion date
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Perform other duties assigned by supervisor

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees

EVALUATION:

Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: PSYCHOMETRIST

QUALIFICATIONS:

1. A valid Mississippi certification in school psychometry
2. Other qualifications as deemed appropriate by administration

SUPERVISES: N/A

REPORTS TO: Director of Exceptional Children and Health Services

JOB GOAL: To provide competent, effective assessment services to promote the educational development of each student for whom they are responsible

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Reviews the referral packet on each child who has been referred for a comprehensive assessment to determine the appropriate individualized test to be administered in accordance with MDE regulations and serve as chairman of the special education assessment team
2. Administers individualized tests and compile the required records, reports, and test data prescribed for submission to the screen team in conjunction with at least one other assessment team member
3. Participates in parent and assessment team meetings to determine based on data collected if child meets eligibility criteria for special education according to MDE guidelines
4. Maintain case records on all students referred for a comprehensive assessment
5. Maintains records on the status of students involved in the “Referral-to-Placement” process through weekly reporting to the Special Services Director
6. Coordinates and schedule testing to ensure district compliance with mandatory timelines on initial referrals and reevaluations
7. Assists building level administrators in making referrals to outside agencies when appropriate
8. Prepares and submit requisitions for testing materials to the special services director
9. Reviews testing materials on a yearly basis
10. Keeps abreast of federal, state, and local guidelines and regulations related to the identification, evaluations, and FAPE of exception student
11. Conducts intellectual evaluations for Gifted Referrals
12. Prepares and submit assessment team reports for all eligible gifted students
13. Acts as a liaison for the Hattiesburg School District with outside agencies
14. Participates in IEP meetings and Parent conferences when necessary
15. Demonstrates prompt and regular attendance
16. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
17. Performs other duties assigned by supervisor

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: RECEPTIONIST/HUMAN RESOURCES CLERK

QUALIFICATIONS:

1. High School graduate
2. Typing and computer skills
3. Strong written and verbal communication skills
4. Strong organizational skills
5. Ability to multitask

SUPERVISES: N/A

REPORTS TO: Assistant Superintendent of Personnel and Schools

JOB GOAL: This position is responsible for the professional and efficient managing of visitors, consumers, telephone calls and messages, as well as a variety of clerical duties that support office support functions, including word processing and filing; and perform related duties as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Manages the site's lobby area
2. Ensures completion of paperwork, sign-in, and security procedures
3. Greets visitors, handles incoming calls, and performs general clerical duties
4. Monitors time clock system
5. Assists other administrative staff with overflow work
6. Supplies information to callers, relays messages, and announces visitors
7. Performs basic clerical tasks, such as systematically arranging letters, memoranda, invoices, and other indexed documents according to an established system
8. Sorts and routes incoming and outgoing materials; may require computer and data entry skills
9. Completes teacher verification forms
10. Processes and submits unused leave to PERS
11. Processes incoming and outgoing postal mail
12. Orders supplies for the postage meter and district badges
13. Assists with the posting of certified and classified vacancies
14. Processes loan forgiveness paperwork
15. Processes leave request forms for classified and certified personnel
16. Orders district I.D. Badges
17. Demonstrates prompt and regular attendance
18. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
19. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SCHOOL RESOURCE OFFICER

QUALIFICATIONS:

1. Good physical health
2. Meet Mississippi State Law Certification and State Law Enforcement Criteria
3. Good organizational and communication skills (oral and written)
4. Such other qualifications as may be set by the administration

SUPERVISES: N/A

REPORTS TO: Chief School Resource Officer

JOB GOAL: To provide a safe and secure learning environment for all students, staff, and community. Enhance the relationship between law enforcement and the school community.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Subject to call at all times in case of special needs or emergency
2. Reports for duty physically fit, mentally alert, neatly and properly groomed, with the prescribed uniform and equipment
3. Acquires and records information concerning events that have taken place since their last briefing
4. Records activity during their tour of duty in prescribed manner
5. Uses the vehicle assigned to them in the safest and economical manner
6. Devotes the maximum possible time to performance of their basic duties, remaining in the police station only when necessary
7. Completes and submits reports of crime, motor vehicle accidents, and other incidents in conformity with established procedures
8. Enforces traffic laws and ordinances and seek to eliminate conditions interfering with the safe and expeditious movement of vehicles and pedestrians
9. Insures civil treatment and the protection of the rights of all persons within the scope of their authority
10. Completes the 40-hour MDE school Resource officer training
11. Completes assigned duties of school safety planning, enforcement activities, classroom instruction in areas of expertise and counseling referral of students
12. Checks affidavits of students living within the district and living outside the district
13. Performs background checks of all intended employees
14. Demonstrates prompt and regular attendance
15. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
16. Performs other duties as assigned

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SCHOOL SAFETY ASSISTANT

QUALIFICATIONS:

1. High school diploma or equivalent
2. Have excellent integrity and demonstrate moral character and initiative
3. Ability to stand and walk for long periods of time

SUPERVISES: N/A

REPORTS TO: High School Principal in conjunction with Chief SRO

JOB GOAL: Promote school safety and physical security

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Patrols and monitors hallways, stairwells, restroom facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility
2. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
3. Assists with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students.
4. Escorts disruptive students from classes when needed.
5. Assists the professional staff, SROs, and emergency personnel in handling emergencies or disruptive situations.
6. Recognizes unauthorized visitors and escort them to exits.
7. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the building administration
8. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
9. Participates in appropriate in-service and workshop programs.
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Perform other duties assigned by supervisor

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SCHOOL SITE PUBLIC RELATIONS/COMMUNICATION LIAISON

QUALIFICATIONS:

1. Eligible to receive supplement
2. Strong computer skills
3. Strong grammar and writing skills

SUPERVISES: N/A

REPORTS TO: Principal in conjunction with District Communication and Engagement Coordinator

JOB GOAL: Improve the consistency of communication at each school site by providing accurate and timely information to the school community

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Keeps the principal informed of all communication
2. Publishes newsletters at least twice a month
3. Updates school websites weekly or as needed
4. Attends professional development as required by the District
5. Ensures pertinent school information is shared with District Communication Coordinator in a timely manner (once per week or as needed)
6. Ensures school functions are publicized
7. Makes appropriate social media updates
8. Demonstrates prompt and regular attendance
9. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
10. Perform other duties assigned by supervisor

TERMS OF EMPLOYMENT: Performs task outside of normal work duties

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY- CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: To perform those tasks necessary to assure the successful operation of Academic Programs

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Relieves administrator of office details
2. Coordinates and schedules appointments, meetings, travel arrangements, and greet guests
3. Assists in the preparation of office and departmental budgets
4. Prepares correspondence, memorandums, reports, papers, and project narratives as required
5. Works closely with school secretaries, coordinators, and other personnel as directed
6. Coordinates general office work
7. Maintain files of all information pertinent to the operation of the office
8. Exhibits good communication with offices, schools, and parents
9. Receives and reviews incoming correspondence, reports, and similar documents
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY- PARENT/EARLY CHILDHOOD CENTER

QUALIFICATIONS:

1. High School graduate
2. Strong organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Director of Federal Programs

JOB GOAL: Assist the Director of Federal Programs and Director of Curriculum & Instruction in overseeing the daily operations of the Parent/Early Childhood Center.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assist childcare centers, and, Pre-K classes, parents, and community with computer instruction, coordinates student and community computer training, and maintains the computer labs throughout the building
2. Facilitate the Parent/Early Childhood Center for student, parent, and community use
3. Conducts outreach to engage parents in their children's education
4. Maintains ongoing contact with community organizations that are involved with providing services to the school's education programs
5. Organizes back-to-school and other events to increase parental and community involvement and creates a welcoming school environment to parents
6. Assists in all programs at the Parent/Early Childhood
7. Assist other department personnel as appropriate and necessary
8. Demonstrates prompt and regular attendance
9. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
10. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY-SCHOOL

QUALIFICATIONS:

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Principal or designee

JOB GOAL: To assure the smooth and efficient operation of the school office reflects the school's maximum positive impact on the education of children.

SPECIFIC RESPONSIBILITIES:

- 1) Performs clerical duties, such as filing, typing, answering the phone, relaying messages, and operating office machines.
- 2) Performs secretarial duties for principal by arranging appointments and maintaining an appointment calendar. Receives visitor and screens calls and visitors.
- 3) Completes all reports, both routine and special, as required or assigned.
- 4) Maintains proper bookkeeping for financial transactions.
- 5) Receives receipts and accounts for all monies and prepares the same for deposit.
- 6) Prepares and maintains payroll and personnel records.
- 7) Provides minor first aid, arranges for care of ill or injured students, and notifies parents in case of emergency
- 8) Demonstrates prompt and regular attendance
- 9) Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
- 10) Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY-TECHNOLOGY

QUALIFICATIONS:

1. High School graduate
2. Strong written, verbal communication skills, and organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Director of Technology

JOB GOAL: To assure the smooth and efficient operation of the technology office that reflects the school's maximum positive impact on the education of children.

SPECIFIC RESPONSIBILITIES:

1. Performs clerical duties, such as filing, typing, answering the phone, relaying messages, and operating office machines.
2. Completes all reports, both routine and special, as required or assigned.
3. Maintains proper bookkeeping for financial transactions.
4. Prepares and maintains payroll and personnel records.
5. Works with personnel relative to purchase orders, bills, received, and payment authorizations
6. Greets all visitors courteously, determines needs, and directs the concern to the appropriate person
7. Assists Supervisor in preparing materials as requested
8. Work with vendors to obtain quotes for needed equipment
9. Enter requisitions and maintain documentation related to purchase orders
10. Maintain and submit attendance records for the department
11. Support Central Office Staff with technology related issues
12. Support audio and visual needs for District Wide and Central Office events
13. Maintain and upload data records for various programs
14. Work closely with the Department Director to file and maintain ERATE applications
15. Keep detail records of department inventory
16. Create and maintain users for various systems
17. Performs proper check of bus drivers that are assigned routes
18. Serve as bus driver as needed
19. Demonstrates prompt and regular attendance
20. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
21. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY-TESTING

QUALIFICATIONS:

1. High School graduate
2. Strong written and verbal communication skills
3. Strong organizational skills
4. Ability to multitask
5. Experience in secretarial and bookkeeping procedures
6. ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: District Test Coordinator

JOB GOAL: To perform those tasks necessary to assure the successful operation of the Assessment

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Coordinates and schedules appointments, meetings, and greet guests
2. Assists in the preparation of office and departmental budgets
3. Prepares correspondence, memorandums, reports, papers, and project narratives as required
4. Works closely with school secretaries, coordinators, and other personnel directly under the supervision of the District Test Coordinator
5. Maintains files of all information pertinent to the operation of the office
6. Exhibits good communication with offices, schools, and parents
7. Receives and reviews incoming correspondence, reports, and similar documents
8. Identifies communication and determine priority items which require the personal and immediate attention of the Assistant Superintendent
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SECRETARY-TRANSPORTATION

QUALIFICATIONS:

1. High School graduate
2. Strong written, verbal communication skills, and organizational skills
3. Ability to multitask
4. Experience in secretarial and bookkeeping procedures
5. Currently possess or willing to obtain appropriate Commercial Driver's License
6. Ability to operate a computer and enter data

SUPERVISES: N/A

REPORTS TO: Transportation Supervisor

JOB GOAL: To assure the smooth and efficient operation of the Transportation Office that reflects the school's maximum positive impact on the education of children.

SPECIFIC RESPONSIBILITIES:

- 1) Performs clerical duties, such as filing, typing, answering the phone, relaying messages, and operating office machines.
- 2) Performs secretarial duties for supervisor by arranging appointments and maintaining an appointment calendar. Receives visitor and screens calls and visitors.
- 3) Completes all reports, both routine and special, as required or assigned.
- 4) Maintains proper bookkeeping for financial transactions.
- 5) Prepares and maintains payroll and personnel records.
- 6) Provides minor first aid, arranges for care of ill or injured students, and notifies parents in case of emergency
- 7) Acts as a liaison between parents and bus drivers
- 8) Makes copies of all correspondence and keeps a file for reference
- 9) Works with Central Office personnel relative to purchase orders, bills, received, and payment authorizations
- 10) Greets all visitors courteously, determines needs, and directs the concern to the appropriate person
- 11) Assists Supervisor in preparing materials as requested
- 12) Performs proper check of bus drivers that are assigned routes
- 13) Serve as bus driver as needed
- 14) Demonstrates prompt and regular attendance
- 15) Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
- 16) Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SHOP FOREMAN

QUALIFICATIONS:

1. Satisfactory driving record with a valid Class B Commercial Drivers License with "P" Endorsement
2. Three (3) years' experience in vehicle and/or facilities management and personnel Supervision
3. Minimum age of twenty-one (21)
4. Have a high school diploma or a GED equivalent
5. Ability to diagnose and analyze all mechanical and electrical problems accurately
6. Ability to maintain records in a timely manner
7. Ability to supervise the maintenance of the shop building, equipment, and grounds
8. ASE certified or be willing to obtain ASE certification in various areas of expertise

SUPERVISES: Bus Shop Staff and other personal as directed

REPORTS TO: Transportation Supervisor

JOB GOAL: Under direction, supervises and personally performs repair and maintenance work on school buses and other district vehicles. The Shop Foreman is responsible for the immediate supervision of the district transportation mechanic operations.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Supervise and manage the district vehicle maintenance
2. Maintain an inventory and accountability of parts, tools, supplies, and equipment
3. Maintain a complete vehicular and maintenance records system of all work personnel
4. Schedule and supervise the work of all shop personnel
5. Recruit, screen, train, supervise, and evaluate shop personnel
6. Insure shop organization, cleanliness, and safety
7. Operate an effective waste management program to include the proper storage and disposal of hazardous waste in accordance with state and federal regulations
8. Make recommendations on equipment replacement
9. Evaluate and approve all work orders for vehicle repair
10. Maintain current tags, permits, decals, and inspection stickers
11. Make purchases in accordance with applicable local, state, and/or federal purchasing laws
12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SOCIAL WORKER

QUALIFICATIONS:

1. Bachelor's degree
2. One year of experience in related field or major in a related field preferred
3. Evidence of capabilities needed to work with students and families from various socioeconomic and ethnic backgrounds
4. Evidence of ability to function as a liaison between the community agencies and the school
5. Advanced training or certification in a specialized area of social work practice.
6. Ability to independently manage complex cases and make critical decisions.
7. Experience in supervisory or leadership positions, mentoring staff, or leading projects.
8. Possession of a state licensure such as LCSW or equivalent.

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: To provide services to students, linking students and their families to outside counseling and support services, and to follow-up to determine effectiveness of services

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Exercise independent judgment in case management
2. Conduct comprehensive assessments, develop and implement individualized service plans, and make autonomous decisions regarding interventions and referrals
3. Ensures adherence to professional standards and ethical guidelines.
4. Conducts student needs assessments in assigned areas
5. Plans activities and health follow-ups based on the results of needs assessment
6. Develops a calendar indicating on-going activities
7. Develops a parent advisory council as mandated by program guidelines or administrative request
8. Develops and follows a procedure for program evaluation
9. Functions as a liaison between the school and the family
10. Makes families aware of available services through community agencies
11. Assists families in the agency referral and follow-up system
12. Keeps accurate records of referrals and initiates prompt action on the referral
13. Advises the parent or guardian of an impending student problem and of options available to solve the problem
14. Keeps the originator of the referral informed as to referral completion or progress being made
15. Organizes office for effective use and easy access to student records and other data
16. Makes use of a monthly calendar showing schedule of appointments, staff meetings, home visits, medical appointments, etc.
17. Submits reports as scheduled or requested
18. Participates in staff development
19. Participates as a member of the MTSS teams
20. Demonstrates prompt and regular attendance

21. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
22. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SPEECH PATHOLOGISTS

QUALIFICATIONS:

1. Mississippi teaching certificate and a master's degree in speech pathology
2. Membership in the Mississippi Speech and Hearing Association and in the American Speech and Hearing Association is preferred. Certification of Clinical Competence in Speech Pathology and certification of the Mississippi Board of Examiners in Speech Pathology is also preferred.

SUPERVISES: N/A

REPORTS TO: Principal of assigned school or Supervising Administrator

JOB GOAL: To establish a speech, language, and hearing program that will meet the varying communication needs and skills of individual pupils; that will reflect comprehensive planning and provide for the development of a continuum of services including appropriate procedures for early identification, diagnosis, consultation, referral, habilitation, instruction and evaluation

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Implements building/therapy schedules
2. Establishes a referral/screening and evaluation system for speech/language services (i.e., articulation tracking for elementary, new referrals, three-year comprehensive reassessments)
3. Performs and interprets diagnostic evaluations to determine eligibility
4. Serves as a member of the multidisciplinary team in the referral/diagnostic process
5. Provides direct/indirect therapy for identified student
6. Provides therapy through continuous evaluation and annual updating of individual educational plan
7. Be accountable for student status through the use of charts, records, progress reports, etc.
8. Supports hearing screening program and provides input assistance when needed
9. Provides consulting services to parents, teachers, administrators, and colleagues
10. Ensures professional growth and support through scheduled staff meetings and related professional readings, conferences, workshops, or in-services
11. Submits reports and schedules eligibility meetings in order to meet timelines compliance requirements of federal and state regulations
12. Prepares a schedule of speech students for the principal as early as possible and continue to inform him/her of changes in schedule or students added or deleted
13. Demonstrates prompt and regular attendance
14. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
15. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: CTE STUDENT SERVICES COORDINATOR

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. Appropriate endorsement and/training for assigned course(s)

SUPERVISES: N/A

REPORTS TO: Career Technical Education Director in conjunction with the Principal

JOB GOAL: Recruit, enroll, instruct, retain, place, and follow---up with special population students preparing for high---skill, high---wage, high---demand occupations and/or nontraditional employment in new and emerging careers. Enable special populations students to be successful in their chosen career and technical education program and to prepare them for academic and career success.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities that may be assigned, including but not limited to:

1. Identify and assess special **populations students**.
2. Provide additional educational instruction and developmental services to special populations students, as identified through assessment.
3. Provide for appropriate vocational assessment of interest, abilities, aptitudes, and specific needs of special populations students.
4. Ensure that special populations students are provided equal access to recruitment, enrollment, retention, completion, placement activities, and preparatory and support service.
5. Support special populations students with services such as (a) curriculum, classroom, and equipment modifications; (b) supportive personnel; (c) instructional aids and devices; (d) academic assistance; and (e) equal access to nontraditional education and training programs, pre---employment services, and so forth.
6. Provide transitional information and services for all special population students.
7. Assist special populations students in the achievement and mastery of necessary skills and explanations required for them to be successful in their vocational programs.
8. Provide services to prepare special populations students for nontraditional education, training, and employment in high---skill, high---wage, and high---demand occupations.
9. Maintain records and documentation detailing services and activities provided to special populations students.
10. Demonstrates prompt and regular attendance
11. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
12. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

HATTIESBURG PUBLIC SCHOOLS JOB DESCRIPTION

TITLE: Student Support Services Coordinator

QUALIFICATIONS:

1. Master's Degree in Education, Social Work, Counseling or Educational Administration, or a related field
2. Principal (or other school-level administrative or counseling) experience is highly preferred
3. Knowledge of positive discipline support programs and applicable laws
4. Ability to interpret and disseminate information to individuals and groups
5. Ability to deliver effective training to a variety of audiences
6. Excellent communication and interpersonal skills
7. Ability to work with a large variety of stakeholders Ability to maintain confidentiality
8. Three years of experience in an educational setting preferred

SUPERVISES: Assigned Staff

REPORTS TO: Superintendent or his/her designee

JOB GOAL: Build capacity and provide support for schools that are consistent with the District's vision, mission, and strategic goals in areas related to student attendance, discipline management, student enrollment, community outreach, and social/emotional health and well-being.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities may be assigned, including but not limited to:

1. Student Discipline Management/Safety
 - a. Manage the District admissions, transfer, discipline, and residency process
 - b. Monitor and address student residency concerns
 - c. Coordinate the District-wide anti-bullying and character education programs
 - d. Continual growth and professional development to ensure District compliance with local, state, and federal requirements
 - e. Update, train, and publish the Student Code of Conduct
 - f. Assist campus administrators/behavior coordinators with fair and consistent administration of discretionary
 - g. Work directly with campus principals and campus behavior coordinators to transition students into and out of Alternative Placements
 - h. Conduct thorough, impartial investigations regarding areas of assignment
 - i. Work in conjunction with the Assistant Superintendent of Academic Programs campus principals to coordinate counselor efforts to streamline related programs
 - j. Develop and monitor programs and initiatives to address student needs in the areas of social/emotional development, attendance, discipline, and student safety
2. Community Relations:
 - . Develop and maintain programs that work to strengthen the home/school connection
 - a. Work with community agencies to support positive behavioral choices for students and positive consequences

- b. Support parent/guardian referrals to outside agencies for assistance
- c. Attend community meetings as needed.
- 3. Student Attendance Management:
 - . Work directly with campus principals and attendance committees to recognize attendance trends and concerns in a timely manner
 - a. Ensure timely notification to parents/guardians regarding concerns with student attendance, i.e.
 - b. Work closely with campus administrators, parents, and officials regarding truancy laws
- 4. Student Wellbeing
 - . Coordinate quality activities related to student services to ensure student's needs are being met
 - a. Collect, analyze and interpret data and performance measures for dissemination to improve the delivery of student services
 - b. Prepare and monitor all required data required for federal and state reporting
 - c. Recommend, coordinate, deliver, and evaluate professional development activities regarding student services
 - d. Recommend cooperative agreements and programs with state and local agencies and non-profit groups in order to provide comprehensive services to students
 - e. Participate in school advisory, business, and community groups and activities, serve on committees and councils, and develop community partnerships that support the District's vision, mission, and goals
 - f. Research and coordinate grants that will address goals related to District Student Support Services
- 5. Attendance and Enrollment
 - . Assist with student transfer requests and residency appeals
 - a. Conduct discipline appeals and expulsion hearings to ensure due process is followed in all cases
 - b. Assist with the policy and procedural planning, organization, and coordination of the District's student attendance/residency policies
 - c. Assist with the interpretation of federal, state and district regulations as it relate to attendance, student discipline, and due process
 - d. Serves as the truancy court and juvenile detention center point of contact
- 6. Supervise and evaluate the performance of the assigned staff.
- 7. Maintain confidentiality
- 8. Establish annual objectives as deemed appropriate by the supervisor
- 9. Prepare and submit reports, presentations, and Board agenda items as required
- 10. Respond to inquiries or concerns in a timely manner
- 11. Handle parent complaints professionally and effectively
- 12. Demonstrates prompt and regular attendance
- 13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
- 14. Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees

EVALUATION:

Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: STUDENT SUPPORT SPECIALISTS

QUALIFICATIONS:

1. Endorsement in counseling, social work or a related field
2. Experience working with families
3. Strong planning and organizational skills
4. excellent communication and interpersonal skills
5. Presentation skills to address various audiences
6. Master's degree in counseling, social work, or a related field preferred

SUPERVISES: N/A

REPORTS TO: Principal

JOB GOAL: To develop, coordinate and implement strategies to keep students engaged in school

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities that may be assigned, including but not limited to:

1. Provides support to students to address the barriers that prevent him/her from being successful in school
2. Makes home visits as necessary to address barriers
3. Assists with dropout prevention
4. Connects students with school and community services to address barriers
5. Organizes activities designed to help parents improve their child's success
6. Works closely with PTA and PTA Council
7. Provides information to help students academically and socially
8. Demonstrates initiative in the performance of assigned responsibilities
9. Responds to inquiries in a timely manner
10. Works cooperatively with teachers, other counselors, and administrators toward attaining the objectives of the school district
11. Demonstrates prompt and regular attendance
12. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
13. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SYSTEMS ADMINISTRATOR

QUALIFICATIONS:

Training and Experience:

1. Associates or 4-year degree (or commensurate experience/training) and 3-years related experience preferred
2. Knowledge and experience with server operating systems and Active Directory
3. Knowledge and experience working with student information systems and account management
4. Knowledge and experience with routing, switching, and VOIP systems
5. Strong composition and verbal communication skills

Knowledge of:

An ideal candidate would have broad working knowledge of active directory, group policy, student information systems, VOIP, and server infrastructures.

Ability to:

1. Read, interpret, and apply complex documentation for technology systems
2. Communicate effectively with district staff
3. Coordinate a variety of activities simultaneously
4. Collect, organize, and analyze data for district systems

SUPERVISES: Not applicable

REPORTS TO: Director of Technology

JOB GOAL: Under the general supervision of the Director of Technology, this position provides a robust network, server, and digital device environment in order to facilitate the efficient and effective use and integration of technology in the district's administrative and educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Maintenance and configuration of virtualization cluster hosts and virtual machines
2. Creation and deletion of user accounts in Active Directory and Google Apps
3. Manage and maintain processes involved in and throughout the student information system
4. Scripting for automation of data transfers, system imports, etc.
5. Implementing, scheduling, and testing system backups
6. Configuration and deployment of lab environments
7. Developing management policies for all end-user machines
8. Troubleshooting technology-related systems with interaction with vendors and service providers
9. Interact with the help desk and other teams to assist in troubleshooting, identify root cause, and provide technical support when needed
10. Perform routine/scheduled audits of the systems, including all backups
11. Maintain internal infrastructure requirements including, laptop and desktop computers, servers,

- printers, phones, security updates
12. Demonstrates prompt and regular attendance
 13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
 14. Perform other duties assigned by supervisor

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEACHER

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. Appropriate endorsement and/training for assigned course(s)

SUPERVISES: N/A

REPORTS TO: Supervising Administrator

JOB GOAL: To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides quality work that engages students in learning
2. Possesses knowledge of subject matter content
3. Recognizes and responds appropriately to individual differences in students
4. Differentiates instruction for a variety of developmental stages and ability levels
5. Implements adopted curriculum subject matter standards and assessment instruments to meet school and district goals
6. Plans lessons in a logical sequence
7. Demonstrates knowledge of the subjects to be taught and the relationship to other subjects
8. Reflects on teaching and devising ways of improving performance on an ongoing basis
9. Collaborates with other educators to create the most complete educational environment possible for students
10. Uses a variety of assessment techniques and/or models to evaluate student performance
11. Uses formative assessment to improve instruction
12. Assumes responsibility for all students to ensure adequate yearly progress as determined by local, state, and federal standards
13. Participates in the referral-to-placement process for students being referred for Child Study
14. Utilizes technology in the teaching and learning process
15. Provides a physical environment that is safe, orderly, hazard-free, and conducive to learning
16. Implements approved disciplinary measures to allow for effective instruction and classroom management
17. Relates to parents and other community members, individual and corporate, in a positive and helpful fashion
18. Writes, speaks, and presents instruction in a clear, concise, and well-planned manner
19. participates in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
20. Adheres to policies and procedures established by district, state, and federal guidelines
21. Submits required reports efficiently, promptly, and accurately

22. Accepts responsibility for, and inventories classroom materials, textbooks, and equipment
23. Accepts the responsibilities of co-curricular and extra-curricular duties as assigned by administration
24. Participates in departmental/grade-level teams, school-level teams, and district-level committees as requested
25. Attends school-related functions (e.g. PTA) outside the instructional day
26. Demonstrates prompt and regular attendance
27. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
28. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

Additional Pre-K Teacher Requirements:

Lead teachers in collaborative classrooms must meet the following requirements:

1. Possess a minimum of a bachelor's degree
2. Demonstrate a specialization in early childhood education
3. Hold a valid license if teaching in a public school classroom

Specialization in early childhood includes:

1. Bachelor's degree in early childhood or related field;
2. Valid pre-K endorsement (153) or Nursery through Grade 1 endorsement (N-1);*
3. 12 early childhood college credit hours from an institution granting bachelor's degrees in early childhood; or
4. Completion of an approved program, such as a Child Development Associate (CDA), National Board Pre-K certification, Director's Credential, Montessori credential, or MDE's intensive specialized early childhood training program.

Additionally, collaborative lead teachers in public school classrooms must hold one of the following valid licenses prior to any endorsements:

1. Elementary Education K-3 (116)
2. Elementary Education K-4 (152)
3. Elementary Education K-6 (120)
4. Pre-Kindergarten (153)

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEACHER ASSISTANT

QUALIFICATIONS:

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.
 - a.

SUPERVISES: N/A

REPORTS TO: Principal and Supervising Teacher

JOB GOAL: To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus
2. Administers, scores, and records, such achievement and diagnostic tests as the teacher recommends for individual students
3. Works with individual students or groups of students to reinforce learning of material or skills initially introduced by the teacher
4. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
5. Operates and cares for equipment used in the classroom for instructional purposes
6. Helps students master equipment or instructional materials assigned by the teacher
7. Distributes and collects workbooks, papers, and other materials for instruction
8. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
9. Assist with the supervision of students as assigned
10. Assists in planning and conducting field trips
11. Assists the teacher in materials preparation and in the instructional planning process
12. Attends parent-teacher conferences unless directed otherwise
13. Keeps bulletin board and other classroom learning displays up to date
14. Assists with such group activities as drill work, reading aloud, and storytelling
15. Assists students in the library or media center as needed
16. Checks notebooks, corrects papers and supervises testing and makeup work as assigned by the teacher
17. Checks and records student’s attendance
18. Alerts the regular teacher to any problems or special information about an individual student
19. Substitutes for short duration for regular classroom teacher
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
21. Maintains the same high level of ethical behavior and confidentiality of information about students

as is expected of a fully licensed teacher

22. May serve in other approved capacities such as, but not limited to:

- a. ISS Monitor
- b. Lab Assistant

23. Demonstrates prompt and regular attendance

24. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

25. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEACHER ASSISTANT (Pre-Kindergarten)

QUALIFICATIONS:

1. Associate's degree in early childhood education, child development, or related field; or Associates degree in any field and a specialization in early childhood education (12 hours of early childhood course credit, CDA, Montessori certification, or other equivalent certification).
2. Ability to communicate effectively both orally and in writing
3. Other requirements as outlined by the Board and the Administration.

SUPERVISES: N/A

REPORTS TO: Principal and Supervising Teacher

JOB GOAL: To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Assists in the general supervision of students in the halls, restrooms, playgrounds, or any other area of the school campus
2. Administers, scores, and records, such achievement and diagnostic tests as the teacher recommends for individual students
3. Works with individual students or groups of students to reinforce learning of material or skills initially introduced by the teacher
4. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
5. Operates and cares for equipment used in the classroom for instructional purposes
6. Helps students master equipment or instructional materials assigned by the teacher
7. Distributes and collects workbooks, papers, and other materials for instruction
8. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher
9. Assist with the supervision of students as assigned
10. Assists in planning and conducting field trips
11. Assists the teacher in materials preparation and in the instructional planning process
12. Attends parent-teacher conferences unless directed otherwise
13. Keeps bulletin board and other classroom learning displays up to date
14. Assists with such group activities as drill work, reading aloud, and storytelling
15. Assists students in the library or media center as needed
16. Checks notebooks, corrects papers and supervises testing and makeup work as assigned by the teacher
17. Checks and records student's attendance
18. Alerts the regular teacher to any problems or special information about an individual student
19. Substitutes for short duration for regular classroom teacher
20. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher
21. Maintains the same high level of ethical behavior and confidentiality of information about students

as is expected of a fully licensed teacher

22. Demonstrates prompt and regular attendance

23. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan

24. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEACHER (CTE)

QUALIFICATIONS:

1. Associate's or Bachelor's degree in education and/or related field
2. Valid educational license
3. Appropriate endorsement and/training for assigned course(s)
4. Industry experience in the related field (if applicable)

SUPERVISES: N/A

REPORTS TO: CTE Director in conjunction with school principal

JOB GOAL: Provide quality instruction to students that will prepare them for career opportunities

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provides quality work that engages students in learning
2. Adheres to CTE Program Standards to collect and submit documentation of program/course accountability.
3. Possesses knowledge of subject matter content
4. Recognizes and responds appropriately to individual differences in students
5. Differentiates instruction for a variety of developmental stages and ability levels
6. Implements adopted curriculum subject matter standards and assessment instruments to meet school and district goals
7. Plans lessons in a logical sequence
8. Demonstrates knowledge of the subjects to be taught and the relationship to other subjects
9. Reflects on teaching and devising ways of improving performance on an ongoing basis
10. Collaborates with other educators to create the most complete educational environment possible for students
11. Uses a variety of assessment techniques and/or models to evaluate student performance
12. Uses formative assessment to improve instruction
13. Assumes responsibility for all students to ensure adequate yearly progress as determined by local, state, and federal standards
14. Participates in the referral-to-placement process for students being referred for Child Study
15. Utilizes technology in the teaching and learning process
16. Provides a physical environment that is safe, orderly, hazard-free, and conducive to learning
17. Implements approved disciplinary measures to allow for effective instruction and classroom management
18. Relates to parents and other community members, individual and corporate, in a positive and helpful fashion
19. Writes, speaks, and presents instruction in a clear, concise, and well-planned manner
20. participates in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
21. Adheres to policies and procedures established by district, state, and federal guidelines

22. Submits required reports efficiently, promptly, and accurately
23. Accepts responsibility for, and inventories classroom materials, textbooks, and equipment
24. Accepts the responsibilities of co-curricular and extra-curricular duties as assigned by administration
25. Participates in departmental/grade-level teams, school-level teams, and district-level committees as requested
26. Attends school-related functions (e.g. PTA) outside the instructional day
27. Develop and coordinate an advisory council to support the objectives of the CTE course/program.
28. Develop and coordinate a student organization aligned with the CTE course/program.
29. Assist students with placement in post-secondary education and/or career opportunities.
30. Demonstrates prompt and regular attendance
31. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
32. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEACHER LEADER

QUALIFICATIONS:

1. Serves as a full-time certified teacher
2. Leads one or more teacher teams and/or school initiatives
3. Ability to provide clear instructions, directions, and feedback as well as listen to other team members
4. Ability to get tasks done by using all of the resources available to them, including other employees and team members.
5. Ability to know, understand, and maximize other team members' strengths, weaknesses and motivations.
6. Ability to provide strong insight into and understanding of the needs and direction of the building; exhibit professional commitment to the school and District vision and focus
7. Recommended by building principal

REPORTS TO: Principal or designee

JOB GOAL:

1. Improve student outcomes
2. Improve access of high-need students to effective teachers
3. Extend the careers of teacher leaders looking for growth opportunities
4. Expand the influence of effective teachers on their peers
5. Ensure the role for teachers as leaders in decision making

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but not limited to:

1. Actively participates in Teacher Leadership Academy
2. Works collaboratively with diverse groups utilizing effective professional norms to include, but not limited to co-teaching, co-planning, and providing on-the-job development
3. Develops strategy/strategies that the team will use to obtain team and organizational goals
4. Provides any training that team members need; monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed
5. Attends professional development as required by the District
6. Works closely with the building principal and facilitates meetings, collaborations, and decision-making processes with other team members
7. Acts as a liaison between administration and colleagues; may include instructional leadership and administrative duties
8. Serves as a role model and coach to a new teacher
9. Helps colleagues implement effective teaching strategies in a specific subject or for a specific student population
10. Helps teachers interpret student data and identify instructional strategies
11. Leads teachers to implement standards and follow curriculum and/or to develop aligned assessments
12. Facilitates staff professional development

13. Participates in the school's Instructional Leadership Team, or another school-wide leadership team
14. Works together on strategic initiatives to address areas of need in the school identified by the administration
15. Participates in professional development and collegial support to build their leadership skills
16. Actively participates in all meetings
17. Advances the school and district goals
18. Assists leadership when needed
19. Demonstrates prompt and regular attendance
20. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
21. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEACHER (WORK BASED LEARNING- (WBL)

QUALIFICATIONS:

1. Bachelor's degree in education and/or related field
2. Valid educational license
3. 917 endorsement and/training for assigned course(s)

SUPERVISES: N/A

REPORTS TO: CTE Director in conjunction with school principal

JOB GOAL: To create the opportunity for students to earn academic credit for authentic work experiences including, but not limited to, internships, apprenticeships, service learning, entrepreneurial enterprises, and other supervised work experiences.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such teacher duties and responsibilities as may be assigned, including, but are not limited to:

1. Ensures effective communication and collaboration with other WBL stakeholders, including MDE staff, district superintendents, CTE directors, principals, counselors, teachers, as well as representatives of community colleges, universities, businesses, industries, government, economic development organization, chambers of commerce, and workforce development agencies
2. Plans, develops, coordinates, and evaluates innovative WBL strategies and opportunities with input and assistance from administrators, teachers, and students
3. Locates, analyzes, and evaluates the suitability of potential WBL opportunities, including identifying any safety and liability insurance issues
4. Reviews student applications, interviews students, and notifies students of acceptance to participate in the program
5. Matches students to appropriate WBL experiences
6. Coordinates WBL orientation meetings/processes for students and WBL supervisors
7. Reviews all appropriate forms with students, parents, and WBL supervisors.
8. Develops and completes training agreements with students and WBL supervisors
9. Ensures students submit all required documentation prior to the start of the WBL program
10. Advises students on the appropriate workplace soft skills, behavior, and dress
11. Verifies students are prepared for job interviews, capable of completing job applications, and have transportation if needed
12. Coordinates regularly scheduled meetings/calls with students and WBL supervisors to render any needed technical assistance or immediately address any problems and/or concerns of the student
13. Keeps local administrators abreast of the WBL program's operations and outcomes
14. Monitors the WBL program's for compliance with state and federal regulations and informs students and WBL supervisors of these regulations regarding training, child labor, safety, liability insurance, and so on.
15. Completes evaluation forms with the WBL supervisor each grading period and conducts a follow-up session with each student
16. Verifies eligible students receive the appropriate unit(s) of credit
17. Maintains all required forms and documentation and submits all required WBL reports to MDE

18. Serves as WBL supervisor and/or mentor for nontraditional WBL experiences, such as entrepreneurship, school-based enterprises, simulated workplace, community service projects, project-based learning, supervised agricultural experience, or summer WBL placements
19. Develop and coordinate an advisory council to support the objectives of the WBL program.
20. Review annually each student's Individual Success Plan (ISP)
21. Demonstrates prompt and regular attendance
22. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
23. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEST COORDINATOR (DISTRICT)

QUALIFICATIONS:

1. Bachelor's degree or higher
2. Appropriate MDE Licensure

SUPERVISES: N/A

REPORTS TO: Superintendent or designee

JOB GOAL: To ensure all state testing is administered with integrity by following all state guidelines

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Attend all state meetings and webinars hosted by MDE, Office of Student Assessment (OSA)
2. Create a district and school test security plan and ensure it is board approved by the MDE deadline
3. Train all district school test coordinators on protocols relating to testing
4. Order all testing materials-regular and special education
5. Register and/or verify students in online testing platforms to ensure all students have a test generated
6. Upload all mandatory documents to SharePoint, including but not limited to Principal Oaths, Shredding Verifications, Seating Charts, testing irregularities, and others as directed by OSA
7. Assist high school with the compilation list of students that require retesting to ensure graduation requirements are met
8. Complete MDE accountability requirements for graduation rates and senior snapshot
9. Review testing reports and report discrepancies as relates to accountability
10. Work with Technology Director to ensure all Mississippi Academic Assessment Program and HPSD progress monitoring assessments are performed, and the test is cached, if applicable
11. Work with all Principals to ensure all testing information is distributed with integrity
12. Demonstrates prompt and regular attendance
13. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
14. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually, may be in conjunction with primary position

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TEST COORDINATOR (SCHOOL)

QUALIFICATIONS:

1. Bachelor's degree or higher
2. Appropriate MDE Licensure

SUPERVISES: N/A

REPORTS TO: **Principal** in conjunction with District Test Coordinator (DTC)

JOB GOAL: To ensure all state testing is administered with integrity by following all state guidelines

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

15. Attend all district meetings and webinars hosted by DTC in conjunction with MDE, Office of Student Assessment (OSA)
16. Create a school test security plan and ensure it is board approved by the MDE deadline
17. Train all school personnel s on protocols relating to testing
18. Assist DTC in the ordering of all testing materials-regular and special education
19. Register and/or verify students in online testing platforms to ensure all students have a test generated
20. Upload all mandatory documents to district drives, including but not limited to Principal Oaths, Shredding Verifications, Seating Charts, testing irregularities, and others as directed by OSA
21. Assist DTC to ensure 3rd grade and high school students with the compilation lists of students that require retesting to ensure promotion and graduation requirements are met
22. Review testing reports and report discrepancies as relates to accountability
23. Work with DTC and Technology Director to ensure all Mississippi Academic Assessment Program and HPSD progress monitoring assessments are performed, and the test is cached, if applicable
24. Work with DTC and Principals to ensure all testing information is distributed with integrity
25. Demonstrates prompt and regular attendance
26. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
27. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually, may be in conjunction with primary position

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TRANSITION LIAISON

QUALIFICATIONS:

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

SUPERVISES: N/A

REPORTS TO: Alternative Center Administrator

JOB GOAL: To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Administer intake assessment of entering FCYDC students
2. Coordinate with student school of record to obtain student assignments and appropriate student records
3. Provide academic and/or life skills services to incarcerated students
4. Contact parents of students to inform academic progress while incarcerated
5. Assist students with the transition back to school of record upon release from incarceration
6. Coordinates student transition meeting back to school or record upon release from incarceration
7. Monitor student progress after release
8. Maintain required documentation of services provided up to 19 hours per week
9. Demonstrates prompt and regular attendance
10. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
11. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TRANSPORTATION SUPERVISOR

QUALIFICATIONS:

1. Post-high school degree or certification preferred
2. Good physical health
3. Demonstrated skills in communication (oral and written)
4. Must possess supervisory skills
5. Have general knowledge of land descriptions and leases
6. Have general knowledge of building trades
7. Able to set priorities

SUPERVISES: Transportation personnel

REPORTS TO: Chief of Operations

JOB GOAL: To organize, administer, and maintain a comprehensive transportation system for the district, advise district employees about demographic information, and monitor school zone attendance.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Conforms to all state laws and regulations regarding school transportation and energy.
2. Maintains safety standards in conformance with state and insurance regulation and develops a program for preventative safety.
3. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfers, promotions and releases.
4. Advises superintendent on road hazards for decision on school closing during the inclement weather.
5. Cooperate with school principals and others responsible for planning special school trips.
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
7. Supervises all purchasing for the repair of vehicles.
8. Prepares bus routes for all public in the district
9. Attends appropriate committee and staff meetings.
10. Administers the transportation budget.
11. Authorizes purchases in accordance with budgetary limitations and district rules.
12. Approves and forwards transportation service invoices to the account department.
13. Maintains all district-owned equipment and develops plans for preventive maintenance.
14. Prepares transportation payroll on weekly basis.
15. Completes and dispatches insurance reports.
16. Submits all reports required by state authorities.
17. Assists principal in solving discipline problems occurring on school busses.
18. Conducts analysis to determine the cost of the transportation program.
19. Develops recommendations for future equipment and personnel needs based on a survey of resident students, distance and grade levels.
20. Assists with 16th Section land management, attendance zoning, and address verification.

21. Investigates accidents and completes all required reports and related actions.
22. Works closely with the school board attorney where legal action is taken against the transportation department.
23. Provides for substitute drivers.
24. Demonstrates prompt and regular attendance
25. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
26. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TUTOR

QUALIFICATIONS:

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

SUPERVISES: N/A

REPORTS TO: Building principal or supervising administrator

JOB GOAL: Provide academic support for selected students

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provide individual and/or small group instruction
2. Provide documentation of student progress
3. Work with teacher(s) to determine appropriate interventions
4. Maintain required documentation of services provided up to 19 hours per week
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TUTOR (English Learner)

QUALIFICATIONS:

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

SUPERVISES: N/A

REPORTS TO: Building principal or supervising administrator

JOB GOAL: Provide academic support for specific EL students

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provide individual and/or small group instruction to English Learner (EL) students
2. Provide documentation of English Learner (EL) student progress
3. Work with teacher(s) to determine appropriate interventions
4. Maintain required documentation of services provided up to 19 hours per week
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually

**HATTIESBURG PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: TUTOR (HOMELESS)

QUALIFICATIONS:

1. High school diploma or equivalent
2. Passing scores on the “WorkKeys” Test or completion of 48 college credits
3. Ability to communicate effectively both orally and in writing
4. Other requirements as outlined by the Board and the Administration.

SUPERVISES: N/A

REPORTS TO: Building principal or supervising administrator

JOB GOAL: Provide academic support for homeless children/youth who reside within the district

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including, but are not limited to:

1. Provide services individual and/or small group instruction to identified homeless students
2. Provide documentation of student progress
3. Work with teacher(s) to determine appropriate interventions
4. Maintain required documentation of services provided up to 19 hours per week
5. Demonstrates prompt and regular attendance
6. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
7. Perform other duties assigned by supervisor

TERM OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually