

Columbus Municipal School District

Job Descriptions Directory

***Numbers are set by Salary Schedule**

01. a- Assistant Superintendent of District and School Operations
b- Assistant Superintendent of Student and Special Services
02. District Business Administrator
03. District Assessment, Curriculum, and Professional Development Coordinator
04. Director, Federal Programs
05. Director, Special Education
06. Director, Athletics
07. Principal, High School
08. Principal, Middle School
09. Principal, Elementary School
10. a- Principal, Columbus Success Academy
b- Director, Vocational Programs
11. Assistant Principal, High School
12. Assistant Principal, Middle School
13. Assistant Principal, Elementary School
14. Assistant Director, Special Education
15. a- Classroom Teacher
b- Librarian
c-Part Time Academic Tutor
16. Assistant Teacher/ Aide/ Monitor
17. a-1- Counselor
a-2- At-Risk Counselor
a-3- Graduation/Dual Credit Counselor
b- Academic Coach
c- Instructional Technology Coach
d- Public Information Officer
e- Career Coach
18. a- Special Education Case Manager
b- Behavior Specialist
c- Psychometrist
d- Psychologist
19. Homeschool Liaison Coach
20. Academic Interventionist
21. English Language (EL) Tutor/ Translator
22. Nurse
23. a- Business Office Supervisor

Columbus Municipal School District

Job Descriptions Directory

*Numbers are set by Salary Schedule

- b- General Fiscal Officer
- c- Accounts Payable Fiscal Officer
- d- Federal and Special Programs Fiscal Officer
- e- Payroll Fiscal Officer
- 24. a- Human Resources Director
 - b- Human Resources Assistant
- 25. a- Information Systems Director
 - b- Information Systems Specialist
 - c- Coding Facilitator
 - d- Network Administrator
 - e- Data Manager
- 26. a- Executive Assistant to the Superintendent and Clerical Supervisor
 - b- Federal Programs Assistants
- 27. a- Central Office Administrative Assistant
 - b- Central Office Receptionist
- 28. Building Level Clerical
- 29. a- Maintenance Director
 - b- Technical Maintenance Worker
 - c- Skilled Maintenance Worker
 - d- Unskilled Maintenance Worker/Grounds
- 30. a- Custodial Director
 - b- Head Custodian
 - c- Custodian
- 31. a- Child Nutrition Director
 - b- Child Nutrition Head Food Service Manager
 - c- Child Nutrition Site Manager
 - d- Child Nutrition Satellite Manager
 - e- Child Nutrition Worker
- 32. a- Security Chief
 - b- Assistant Security Chief
 - c- Security Officer
 - d- School Safety Officer/Campus Enforcement Officer
- 33. a- Transportation Director
 - b- Transportation Shop Mechanic
 - c- Transportation Shop Mechanic Assistant
 - d- Bus Driver

Columbus Municipal School District

Job Descriptions Directory

*Numbers are set by Salary Schedule

- e- Bus Monitor/Aide
- 34. a- Supplemental - Coordinator/Sponsor
 - b- Supplemental - Head Coach
 - c- Supplemental - Assistant Coach
 - d- Supplemental - Choir Director
 - e- Supplemental - Band Director
 - f- Supplemental - Assistant Band Director
 - g- Supplemental - Parent Literacy Liasion
 - h- Supplemental - Elementary Visual and Performing Arts (VAPA) Coordinator
 - i- Supplemental - Secondary Visual and Performing Arts (VAPA) Coordinator
 - j- Supplemental - Lead Teacher/Administrative Support
 - k- Supplemental - High School Testing Coordinator
- 35. Subsstitute Rates
- 36. Part-Time Homeless Liaison
- 37. Parent Liaison



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Superintendent for Student and Special Services

Position Type: Exempt

Reports To: Superintendent

Supervises: Support personnel and staff members as designated by the Superintendent.

Primary Function: To provide leadership in the ongoing development and improvement of the instructional program of the District. To maintain and achieve quality service in the Support Services area.

Minimum Qualifications:

- An earned Master's Degree or higher with Administrative Endorsement
- Knowledge of the development, implementation, and coordination of curriculum
- Documented experience in school administration, supervision, and/or coordination of curriculum and instructional services.
- Endorsement in Math or ELA. (Preferred)
- Strong technology, organizational, and time management skills.
- Experience with online learning platforms.
- Experience with Credit Recovery, Dual Credit, and Advance Placement courses and secondary master scheduling.
- Proven experience as a mentor to teachers, coaches, and students.
- Proven accountability rating of a B or higher at the secondary level for at least three (3) years during the period applicant was employed as a principal.
- Proven ability as an effective communicator and listener with school district personnel, media, public officials, and bodies, civic groups, parents, and the community as a whole.
- Proven success in handling discipline issues.
- Ability to communicate effectively and provide meaningful feedback.
- Ability to develop positive rapport, while providing strong leadership among teachers, administrators, and other school personnel.
- Ability to develop a climate of trust and transparency.
- Ability to work nights and weekends.
- Ability to make difficult decisions and problem solve.

Major Duties and Responsibilities:

01. Serves upon assignment by the Superintendent as a resource person to all administrators in the district.
02. Works cooperatively with the District Business Manager and other district leaders in the development and implementation of district initiatives.
03. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
04. Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.
05. Establishes and implements procedures and processes to assure student due process protection.
06. Recommends the addition of new courses, grade placement of courses, credit allowances for courses, and graduation requirements.
07. Assists the Superintendent in planning, developing, and coordinating district programs and procedures that maintain accreditation.
08. Service as a district instructional leader.
09. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 1, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Superintendent of District and School Operations

Position Type: Exempt

Reports To: Superintendent

Supervises: Support personnel of the Columbus Municipal School District and staff members as designated by the Superintendent.

Primary Function: To provide leadership in the ongoing development and improvement of the instructional program of the District. To maintain and achieve quality service in the Support Services area.

Minimum Qualifications:

- An earned Master's Degree or higher with Administrative Endorsement
- Knowledge of the development, implementation, and coordinator of curriculum
- Documented experience in school administration, supervision, and/or support service functions.
- Knowledge of school operations as it relates to pupil transportation, child nutrition, career technical education, alternative education, security and school safety, and maintenance of buildings and grounds in support of the total educational process. (Required)
- Knowledge of state purchasing laws, bid laws, and budgeting practices.
- Discipline and discipline appeal hearing experience preferred.

Major Duties and Responsibilities:

01. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
02. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
03. Reports on the status of district programs and services at the request of the Superintendent.
04. Plays a significant leadership role in curriculum planning and in-service education for professional staff.
05. Serves upon assignments by the Superintendent as a resource person to all administrators in the District.
06. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.

[Return to Directory](#)

07. Maintains liaison with social, professional, civic, volunteer, and other community agencies and

groups having an interest in the schools.

08. Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.
09. Communicates to the superintendent the requirements and needs of the district as perceived staff members.
10. Oversees the procedures and processes to assure student/ staff due process protections.
11. Takes an active role in Superintendent's Management Team.
12. Oversees and maintains all reports, equipment, fixed assets, and inventories associated with support services.
13. Oversees budget planning and purchasing associated with support services.
14. Keeps abreast of current laws and regulations as they pertain to support services.
15. Supervises the bidding process in repairs, renovation construction, and purchasing required by law. Develops short-range and long-range renovation and construction plans that enhance the instructional process. Develops and oversees maintenance and custodial systems to ensure that they operate efficiently and provide a safe, clean environment for instruction.
16. Establishes and maintains a safe, efficient pupil transportation system. Assists the transportation supervisor with planning and maintaining the best and most economical bus routes. Establishes and maintains a bus repair system that ensures pupil safety.
17. Establishes and maintains a child nutrition program that provides nutritious meals and meets federal requirements. Utilizes the media to announce planned menus and special events associated with all areas of support services.
18. Communicates with district security personnel to maintain a safe environment for students and employees. Assists security and administrators in maintaining and improving the district's Crisis Management Plan.
19. Administers and evaluates the district's insurance, EPA, Safe Schools Act programs, and other compliance areas.
20. Participates in the preparation and administration of the instructional budget.
21. Leads the Handbook and Calendar Committees in the development of the yearly publications.
22. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 1, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: District Business Administrator

Position Type: Exempt

Reports To: Superintendent

Supervises: Business Office Supervisor, Business Office Fiscal Officers and other staff members as designated by the Superintendent.

Primary Function: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

Minimum Qualifications:

- An earned Bachelor's Degree in Accounting
- Valid School District Business Administrator License with 420 Endorsement
- Knowledge of Public-School Financial Accounting preferred
- Computer skills. (Required)
- Previous job experience in accounting. (Required)
- Knowledge of Governmental Accounting.

Major Duties and Responsibilities:

01. Supervises the management of the financial affairs of the schools.
02. Assumes responsibility for budget development and long-range financial planning.
03. Establishes and supervises a program of accounting adequate to record, in detail, all money and credit transactions.
04. Supervises all accounting operations.
05. Acts as payroll officer for the District.
06. Supervises the collection, safekeeping, and distribution of all funds.
07. Establishes and maintains effective inventory control of fixed assets, property accounting system, and insurance programs.
08. Administers a budget control system for the District.
09. Acts as an advisor to the Superintendent on all questions relating to the business and financial affairs of the District.

10. Assists in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff in the Business Department.
 11. Complies with the State Audit Department by arranging for annual audits of all accounts and records by an independent certified accountant selected by the board or Audit Department.
 12. Interprets the financial concerns for the District to the community.
 13. Manages all financial affairs for Columbus Municipal School District grants, E-Rate, and federal applications to include local, state, and federal funds.
 14. Complies with current GASB regulations and provides for tracking and implementation in accordance with the MDE State Department of Audit regulations.
-

Specific Job Responsibilities:

01. Maintains a complete and systematic set of records of all financial transactions of the District.
02. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
03. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers.
04. Prepares financial statements, income statements, and cost reports to reflect the financial condition of the District.
05. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
06. Computes and records cash receipt summaries.
07. Reconciles cancelled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
08. Prepares withholding, social security, and tax returns.
09. Verifies accuracy of payroll after computation by the Business Office Supervisor before checks are processed.
10. Verifies accuracy of purchase orders and bills slated for payment.
11. Prepares bank transfers to appropriate funds as needed and approved.
12. Acts as general accountant of the Board and preserves all accounts, vouchers, and contract relating to the schools.
13. Sets up and controls a modified accrual accounting system.
14. Provides accounting services essential to the preparation, administration, supervision, and control of the budget.
15. Obtains the annual budget requirements for all departments and prepares preliminary budget estimates.
16. Supervises preparation of payrolls, including deductions for withholding tax, pensions, social security, employee insurance, and such other required salary deductions.

17. Supervises preparation and maintenance of all necessary earnings records, deduction records, and similar personnel payment records.
18. Reports monthly to the Board the amount for which warrants have been drawn during the preceding month, the accounts against which the warrants have been drawn, and the balance to the credit of each account.
19. Prepares, enters, and records all disbursements of District funds.
20. Provides advance warning of potential over-expenditure of budgeted funds.
21. Personally, verifies all bank accounts are reconciled monthly.
22. Makes all reports that are the result of the accounting function.
23. Prepares financial and other budget reports at regular intervals.
24. Make a full and complete itemized report of the finances of the District to the Board at the close of each year.
25. Cooperates with the auditors and provides information to them as requested.
26. Recommends the purchase of and oversees the maintenance of accounting equipment.
27. Verify that miscellaneous revenue is collected and deposited.
28. Administers the property, liability, and workers compensation liability insurances.
29. Develops and implements an in-service plan for upgrading the financial skills of the District's secretaries and clerical staff.
30. Reviews contracts after they are prepared to be certain the financial information is correct.
31. Computes salaries of all personnel based on the verification of experience, start date, and length of contract provided by the Human Resources Director.
32. Prepares the information necessary for the Public Budget Hearing to comply with the Mississippi Code requirements.
33. Participates in the planning of the budget portion of the five-year plan.
34. Reviews and complies with the guidelines established in the personnel handbook.
35. Performs all other appropriate duties as assigned by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 2, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: District Assessment, Curriculum, and Professional Development Coordinator

Position Type: Exempt

Reports To: Superintendent or Designee

Primary Function: To help the district, on a continuing basis, to evaluate and revise its methods and procedures for testing so that a consistently high standard of teaching excellence and learning facility may be achieved and maintained.

Minimum Qualifications:

- Valid Mississippi Administrator's License. (Required)
- Three (3) years of building-level experience as a teacher.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Major Duties and Responsibilities:

01. Keeps continually informed regarding research in educational testing and the development of useful information and improved tests for use in educational programs.
02. Develops systemwide programs and schedules for annual group testing.
03. Administers or supervises the administration of group tests of aptitude and achievement including all district, state, and universal screeners.
04. Evaluates on an ongoing basis the system's testing program.
05. Supervises the scoring of tests and conducts statistical analyses of test results for all schools and areas of group testing conducted.
06. Prepares informative reports and instructional materials for the guidance of administrators, teachers, counselors, and other professionals who use group test results in performing their own duties.
07. Provides leadership in the development of improved instruments and procedures for evaluating the performance of the professional staff.
08. Designs and administers studies to identify community, fiscal, staff, and other factors that can account for variations in quality within the school system and suggests ways that these may be manipulated to improve levels of student achievement.
09. Provides counsel as to potential data processing programs in student testing and supervises their implementation.

10. Serves as a resource person in planning and conducting in service educational activities for the improvement of teaching practices in the areas of test construction, test administration, and test results evaluation.
11. Studies the ever-changing educational needs in the district and develops and implements staff training programs that will effectively meet these needs.
12. Assists in developing goals and objectives that may realistically be met by the district.
13. Develops innovative ideas and concepts and devises realistic plans and programs that may be adopted or implemented to execute those ideas.
14. Serves as a consultant in developing, administering, and reporting statistical studies and analyses made in the district.
15. Serves as a liaison between the district and other educational agencies in the development, coordination, and implementation of new programs for instructional improvement.
16. Develops, implements, interprets, and communicates the results of the District's testing program to the entire school staff, to the Board, and to other interested parties including instructional accountability data.
17. Interprets and disseminates District and State rules and regulations.
18. Administer the state testing programs following all procedures, rules, and regulations.
19. Coordinates Summer School Programs.
20. Coordinates District and/or Area Spelling Bee.
21. Coordinates Multi-Tier Support Services (MTSS) Program.
22. Coordinates District textbook inventory via the Textbook Inventory Management System (TIMS).
23. Coordinates Pre-Kindergarten Program.
24. Develops the Instructional Management Plan.
25. Develops and oversees the District Reading Initiative.
26. Develops and conducts New Teacher Orientation.
27. Serves as Professional Development and Professional Learning Community Coordinator and Liaison for Continuing Education Units.
28. Coordinates dyslexia screening.
29. Provides oversight of Library Media Specialists.
30. Manages renewals of instructional software programs and curriculum materials.
31. Develops and monitors pacing guides.
32. Serves as a member of the District Lottery Committee, Calendar Committee, Dropout Prevention Committee, Registration Committee, and other committees as assigned by the Superintendent.
33. Supervises Academic Coaches and Behavior Specialists.
34. Serves as the District photographer.

- 35. Prepares Teacher and Administrator evaluation reports for the Mississippi State Department of Education.
- 36. Assists with maintaining compliance with accreditation standards.
- 37. Coordinates Summer 3rd Grade reading assessments.
- 38. Prepares various reports as designated by the Superintendent.
- 39. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 3, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Director of Federal Programs

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: Federal Programs Assistant and support personnel of the Columbus Municipal School District as designated by the Superintendent.

Primary Function: To use Federal Funding opportunities to as great advantage as possible to benefit the educational excellence of the District's programs, facilities, and personnel.

Minimum Qualifications:

- An earned, valid Mississippi Educator License with Administrative Endorsement
- Five (5) years of supervisory and/or administrative experience with federal funds with a focus on Federal Programs. (Required)
- Experience in program development, assessing effectiveness of acceleration programs and services required.

Major Duties and Responsibilities:

01. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
02. Informs, interprets, and recommends to the Superintendent the effects of current and impending federal legislation.
03. Assists the Superintendent and the professional staff in planning the wise use of funds available to the schools through the various federal programs.
04. Works with designated committees of teachers, principals, and lay persons in specific programs, projects, or courses of action.
05. Obtains information, data, and application forms necessary to fulfill the requirements of application.
06. Considers and evaluates all requests from school personnel for projects and programs requiring federal money.
07. Establishes standard practices and procedures for receiving and processing such requests.
08. Conducts staff development for teachers, principals, and parents.

09. Assumes final responsibility for writing of all proposals and the filing of all applications for federal monies.
10. Evaluates all federally funded projects in operation in the district on a regular basis.
11. Serves as liaison between the school and other agencies on all projects of a joint community nature that are expected to involve the school and that can be federally funded.
12. Complies and maintains written record and reports on results of all federal projects and disseminates this information, as appropriate, to other educational institutions, lay groups, the state department of education, and the U.S. Department of Education.
13. Remains up to date on the changing laws and requirements regarding federal funds available to the schools.
14. Prepares and administers a budget for the department.
15. Work with principals/ teachers to develop curriculum and to obtain materials and supplies for these programs.
16. Promotes public relations activities at the local, county, and state levels.
17. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 4, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Director of Special Education

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: All certified and classified personnel of the Columbus Municipal School District assigned to the areas of Special Education and Gifted Programs.

Primary Function: To supervise a program that provides appropriate educational opportunities aligned with state and federal laws for all exceptional students and to fulfill other administrative tasks to assist in the overall administration of the District.

Minimum Qualifications:

- Minimum of master's degree or higher in a related field; three (3) years administrative experience at the school and/or district level.
- An earned valid Mississippi Educator License with Required Endorsements: 486, 487, 488, or 189, and any 202-224.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Major Duties and Responsibilities:

Essential job functions represent the fundamental job duties and accountabilities of the employment position the individual holding the position must be capable of performing. Persons with disabilities can perform these with or without reasonable accommodations. The Superintendent or Designee may assign other duties and accountabilities within the applicable scope of the appropriate professional job function.

01. Assume all responsibilities for developing, organizing, directing, and maintaining special education and gifted programs.
02. Ensure that all staff have the necessary time, resources, and materials to accomplish special education goals.
03. Assist building Principals to supervise counseling services at all school locations.
04. Make regularly scheduled visits to all special education and gifted classes.

05. Organize, plan, and conduct in-service programs relating to special education and gifted. Create and present training programs on the implementation of local, state, and federal guidelines in special education.
06. Contract with providers to enhance all components of special education programming to support a Free and Appropriate Public Education (FAPE) for all students with special needs.
07. Ensure safety of students and compliance with Americans with Disabilities Act (ADA) and State and Federal Regulations.
08. Responsible for conducting and maintaining an ongoing Child Find aimed at locating and identifying students with special needs and developing programs as needed.
09. Supervise all aspects of the school psychological program.
10. Coordinate and plan training for current psychometric instruments in the administration, scoring, and interpretation of such assessments.
11. Serves as consultant to special education and gifted teachers.
12. Supervises the referral process of the children from Child Find and in-school referrals according to Federal and Mississippi Department of Education guidelines through assessment, eligibility, and Individualized Education Program (IEP) development.
13. Keep Superintendent informed on a continuous basis regarding special education program, personnel, challenges, and parent/ school relations.
14. Attending State Department of Education and special meetings designed to improve special education services.
15. Assist in recommending and implementing policy.
16. Serve as agency representative on Local Survey Committee as appropriate or requested.
17. Serve as district-wide coordinator for state and federal compliance reviews for special education and gifted.
18. Collect program evaluation data for purposes of revising programs or planning new programs which coordinate with overall district programs and mission.
19. Analyze and synthesize assessment results and make recommendations for instructional improvements and adjustments.
20. Coordinate selection and purchasing of adequate and appropriate instructional materials to facilitate individualized instruction.
21. Assure that program operation is within federal and state guidelines and conforms to local district policies and procedures.
22. Supervise the IEP process, compliance reviews, and procedural safeguards.
23. Plan and administer all areas of extended school programs for special education standards, i.e., student eligibility, special programming, and related services, budgets, and reporting.
24. Complete all local, state, and federal forms required in accounting for students with special needs and gifted students.

25. Complete annual Individuals with Disabilities Education Act, Part B and Preschool Application and all amendments for the Columbus Municipal School District. Prepare coordinating budgets and proposals for approval by District Business Administrator, Superintendent, and School Board.
26. Complete annual State Performance Plan in conjunction with data from Annual Performance Report with input from leadership team.
27. Complete all Program Management requirements from the Mississippi Department of Education, Office of Special Education, including, yet not limited to December 1 Count, Extended School Year Application, Education Child Application, Interpreter Application, Positive Behavior Specialist Application, and Maintenance of Effort requirements.
28. Supervise alternate testing of Students with Disabilities to include teacher training, accommodation reporting, and all testing compliance requirements.
29. Agree to all state and local requirements for staff development credit, administrative professional development, and recertification.
30. Serve as a liaison/ consultant for the school district in the participation of pre-hearing, mediation, and Due Process Hearing.
31. Research the law as it applies to issues of Due Process and assist the District in the implementation of results and recommendations.
32. Assist in conflict resolution and problem solving.
33. Performs additional duties as assigned and directed by the Superintendent or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 5, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Athletic Director

Position Type: Exempt

Reports To: Superintendent and/or Designee.

Supervises: Athletic Coaches, Sponsors, and Students (K-12)

Primary Function: To provide leadership, organization, and supervision to all athletic and extra-curricular activities and programs in the school district. In addition, to provide support and leadership to the overall academic program and mission of the District.

Minimum Qualifications:

- A Master's Degree (AA) or higher.
- Holds a valid Mississippi Educator's License with proper endorsement.
- Documented experience as a supervisor of athletic programs and/or as Director of Athletics.
- Understanding and knowledge of extra-curricular activities and sports programs with emphasis on athletic administration.
- Ability to work in a highly competitive area and build strong, viable extra-curricular activity programs in the school district.
- Documented school administration experience. (Preferred)

The Columbus Municipal School District provides extra-curricular activities and programs in accordance with all rules, policies, and procedures established by the National Federation, Mississippi High School Athletic Association (MHSAA), and Mississippi State Department of Education. The following general and specific job functions support this statement.

Major Duties and Responsibilities:

01. Evaluates job performance of all head coaches and/or sponsors in the district, with annual written evaluations submitted to the Superintendent and/or Designee, using documentation as an accurate instrument in the evaluation.
02. Coordinates and supervises scheduling of all athletic activities.
03. Ensures all events are coordinated and supervised by appropriate administrators.
04. Provides leadership for organization and development of the district-wide athletic program as it is impacted by the Mississippi High School Activities Association and District policy.

05. Demonstrates a high degree of ethics, professionalism, human relations, and be a positive role model for all students.
06. Promotes and encourages student participation in all sports.
07. Fosters good school/community relations by keeping the community aware of and responsive to the district's overall athletic program; coordinates information for the media/press through the Public Information Officer.
08. Plan arrangements for non-school use of playing fields and facilities.
09. Supervises the implementation of the Mississippi High School Activities Association rules and regulations within the District.
10. Manages all athletic financial affairs and works with the Superintendent and/or Designee, District Business Manager, Principals, and other coaches in such matters.
11. Prepares and maintains a master sport calendar, working with coaches and administrators to minimize conflicts, communicating these dates throughout the district and community.
12. Plans and supervises an annual recognition program for school athletes.
13. Monitors the athletic program to ensure compliance with Title IX.
14. Assumes responsibility for the organization and scheduling of all inter-scholastic athletic events including the assignment of officials, team physicians, security, etc. to games and events and assumes general responsibility for the proper supervision and safety of those in attendance at home games.
15. Supervises all ticket sales and fundraising events of athletic programs.
16. Arranges transportation for athletic contest participants or delegates the responsibility to the head coach.
17. Compiles statistical records and season results for District games.
18. Certifies to the principal, the students eligible and qualified to participate in a sport in accordance with the appropriate regulating organization or agency.
19. Investigates all allegations of infractions of activity and athletic rules and regulations, securing information from those involved and recommends to the Superintendent, or their designee, appropriate action based on findings of investigations.
20. Coordinates the upkeep of buildings and grounds related to athletics and delegates responsibility of staff members, custodians, and others in this regard. Will work with the Maintenance Director, Superintendent and/or Designee on facility planning and five-year facility plans.
21. Ensures home athletic venues are prepared for home-hosted events and delegates responsibility of staff members, custodians, and others in this regard.
22. Evaluates all athletic programs on an annual basis; makes recommendations for improvement to the Superintendent and building administrators.
23. Provides in-service coaching staff as needed and encourages coaches to attend clinics. Attends MHSAA clinics, meetings, etc. Participates in state athletic directors' associations/organizations, such as MAC, MAAA, etc.

24. Completes an evaluation form and holds a conference with all coaches within three (3) weeks after the conclusion of their sport season.
25. Provides guidance for and collaborates with all athletic booster clubs.
26. Organizes a program that monitors and supports the academic performance of all students involved in athletic programs and activities.
27. Organizes a program that monitors and supports the academic performance of all students involved in athletic programs and activities.
28. Formulates and administers an inventory system for fixed assets/equipment of athletic programs.
29. Establishes an atmosphere that ensures open lines of communication through regular coaches' meeting as well as meetings with selected school and community groups.
30. Alerts the Superintendent and/or Designee to any suspicious activity immediately upon discovery.
31. Specific job functions include:
 - a. Serves as the liaison between the school and the respective sports booster clubs.
 - b. Organizes in-service training programs for high school and middle school.
 - c. Prepares and assists in the administration of athletic budget and coaching supplies.
 - d. Process bills, game gratuities, travel, and meal expenses and legitimate reimbursements for athletic events to accounting office; oversees scheduling of necessary travel and meal arrangements for athletic teams in the school district.
 - e. Prepares for home athletic contests for all schools, to include financial arrangements, assignment of field force, necessary maintenance, and promotion of activity.
 - f. Assists in formulating bid specifications.
 - g. Prepares bids in cooperation with the District Business Manager for equipment, supplies, uniforms, and athletic programs.
 - h. Ensures that all facilities are kept clean, submits requests for repair or improvement of facilities; arrange details of visiting teams' needs; makes necessary arrangements for use of non-school playing fields and facilities.
 - i. Coordinates sale of individual tickets for all games.
 - j. Meets periodically with high school and middle school personnel to inform them of guidelines related to the overall programs; meets with other high school and middle school coaches to coordinate athletic programs.
 - k. Determines and monitors eligibility of each athlete prior to participation in practice, game situation, or any organized activity in that sport.
 - l. Ensures that medical screening for each student athlete has been provided prior to participation in any practice or game.
 - m. Informs all coaches of rules and regulations pertaining to the conduct of the athletics program, i.e., handbook, in-service programs, and updates, ensuring they are thoroughly understood.

- n. Develops a procedure to notify parents and student athletes of rules and regulations that apply to participation.
 - o. Enforces rules and regulations with established actions and penalties that are clearly stated and given to parents, student athletes, and coaches.
 - p. Coordinates with school district security to provide security and parking at athletic events.
 - q. Arranges field and gym practice schedules.
 - r. Administers the insurance program covering school athletes and assumes responsibility for all processing of reports and claims.
 - s. Keeps records of the results of all junior and senior high school athletic contests and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships.
 - t. Plans and supervises an annual recognition program for school athletes.
 - u. Performs other such duties and responsibilities as may be assigned.
32. Supervise, develop, and implement a plan to inventory all athletic equipment and uniforms.
33. Performs additional duties as assigned and directed by the Superintendent and/or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: High School Principal

Position Type: Exempt

Reports To: Superintendent and Assistant Superintendent of District and School Operations

Supervises: High School staff and others as assigned by the Superintendent.

Primary Function: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Minimum Qualifications:

- An earned Master's Degree (AA) or higher.
- Mississippi Educator License with Administration Endorsement.
- Minimum of five (5) years documented current experience in school administration.
- Ability to work in comprehensive high school setting.
- Background and knowledge of curriculum and instruction, scheduling, and implementation of student conduct models.
- Excellent communication, organizational, and interpersonal skills.

Major Duties and Responsibilities:

01. Leads the development, determination of appropriateness, and monitoring of the instruction program.
02. Establishes and maintains an effective learning climate in the school.
03. Initiates, designs, and implements programs to meet specific needs of the school.
04. Keeps the Superintendent informed of the school's activities and problems.
05. Makes recommendations concerning the school's administration and instruction.
06. Prepares and submits the school's budgetary requests and monitors expenditure of funds.
07. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
08. Assumes responsibility for his/ her own professional growth and development through membership and participation in affairs of professional organizations, attendance at regional, state, and national meetings, and enrollment in advance courses.
09. Supervises the school's teaching process.
10. Responsible for the selection and supervision of all school building personnel.

11. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
 12. Provides adequate inventories of school property and for the security and accountability for that property.
 13. Participates in principal's meetings and other required meetings.
-

Specific Job Functions:

01. Organizes and supervises an educational environment to advance student achievement for all students.
 02. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
 03. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
 04. Maintains active relationship with students and parents.
 05. Schedules classes within established guidelines to meet student needs.
 06. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
 07. Evaluates and counsels all staff members regarding their individual and group performances.
 08. Conducts meetings of the staff as necessary for the proper functioning of the school.
 09. Assumes responsibility for the safety and administration of the school plant.
 10. Cooperates with college and university officials regarding teacher training and preparation.
 11. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
 12. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
 13. Performs additional duties as assigned and directed by the Superintendent or Designee.
-

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 6, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Middle School Principal

Position Type: Exempt

Reports To: Superintendent and Assistant Superintendent of District and School Operations

Supervises: Middle School staff and others as assigned by the Superintendent.

Primary Function: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Minimum Qualifications:

- An earned Master's Degree (AA) or higher.
- Mississippi Educator License with Administration Endorsement.
- Minimum of five (5) years documented current experience in school administration.
- Ability to work in comprehensive middle school setting.
- Background and knowledge of curriculum and instruction, scheduling, and implementation of student conduct models.
- Excellent communication, organizational, and interpersonal skills.

Major Duties and Responsibilities:

01. Leads the development, determination of appropriateness, and monitoring of the instruction program.
02. Establishes and maintains an effective learning climate in the school.
03. Initiates, designs, and implements programs to meet specific needs of the school.
04. Keeps the Superintendent informed of the school's activities and problems.
05. Makes recommendations concerning the school's administration and instruction.
06. Prepares and submits the school's budgetary requests and monitors expenditure of funds.
07. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
08. Assumes responsibility for his/ her own professional growth and development through membership and participation in affairs of professional organizations, attendance at regional, state, and national meetings, and enrollment in advance courses.
09. Supervises the school's teaching process.
10. Responsible for the selection and supervision of all school building personnel.

11. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
 12. Provides adequate inventories of school property and for the security and accountability for that property.
 13. Participates in principal's meetings and other required meetings.
-

Specific Job Functions:

01. Organizes and supervises an educational environment to advance student achievement for all students.
 02. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
 03. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
 04. Maintains active relationship with students and parents.
 05. Schedules classes within established guidelines to meet student needs.
 06. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
 07. Evaluates and counsels all staff members regarding their individual and group performances.
 08. Conducts meetings of the staff as necessary for the proper functioning of the school.
 09. Assumes responsibility for the safety and administration of the school plant.
 10. Cooperates with college and university officials regarding teacher training and preparation.
 11. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
 12. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
 13. Performs additional duties as assigned and directed by the Superintendent or Designee.
-

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 7, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Elementary School Principal

Position Type: Exempt

Reports To: Superintendent and Assistant Superintendent of District and School Operations

Supervises: Elementary School staff and others as assigned by the Superintendent.

Primary Function: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Minimum Qualifications:

- An Earned Master's Degree (AA) or higher.
- Mississippi Educator License with Administration Endorsement.
- Minimum of three (3) years documented classroom teaching experience.
- Two (2) years of administrative experience as principal or assistant principal. (Preferred)

Major Duties and Responsibilities:

01. Leads the development, determination of appropriateness, and monitoring of the instruction program.
02. Establishes and maintains an effective learning climate in the school.
03. Initiates, designs, and implements programs to meet specific needs of the school.
04. Keeps the Superintendent informed of the school's activities and problems.
05. Makes recommendations concerning the school's administration and instruction.
06. Prepares and submits the school's budgetary requests and monitors expenditure of funds.
07. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
08. Assumes responsibility for his/ her own professional growth and development through membership and participation in affairs of professional organizations, attendance at regional, state, and national meetings, and enrollment in advance courses.
09. Supervises the school's teaching process.
10. Responsible for the selection and supervision of all school building personnel.
11. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.

12. Provides adequate inventories of school property and for the security and accountability for that property.
 13. Participates in principal's meetings and other required meetings.
-

Specific Job Functions:

01. Organizes and supervises an educational environment to advance student achievement for all students.
 02. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
 03. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
 04. Maintains active relationship with students and parents.
 05. Schedules classes within established guidelines to meet student needs.
 06. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
 07. Evaluates and counsels all staff members regarding their individual and group performances.
 08. Conducts meetings of the staff as necessary for the proper functioning of the school.
 09. Assumes responsibility for the safety and administration of the school plant.
 10. Cooperates with college and university officials regarding teacher training and preparation.
 11. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
 12. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
 13. Performs additional duties as assigned and directed by the Superintendent or Designee.
-

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 8, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Columbus Success Academy Principal

Position Type: Exempt

Reports To: Superintendent and Assistant Superintendent of District and School Operations

Supervises: Columbus Success Academy staff and others as assigned by the Superintendent.

Primary Function: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Minimum Qualifications:

- An earned Master's Degree (AA) or higher.
- Mississippi Educator License with Administration Endorsement.
- Minimum of five (5) years documented current experience in school administration.

Major Duties and Responsibilities:

01. Leads the development, determination of appropriateness, and monitoring of the instruction program.
02. Establishes and maintains an effective learning climate in the school.
03. Initiates, designs, and implements programs to meet specific needs of the school.
04. Keeps the Superintendent informed of the school's activities and problems.
05. Makes recommendations concerning the school's administration and instruction.
06. Prepares and submits the school's budgetary requests and monitors expenditure of funds.
07. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
08. Assumes responsibility for his/ her own professional growth and development through membership and participation in affairs of professional organizations, attendance at regional, state, and national meetings, and enrollment in advance courses.
09. Supervises the school's teaching process.
10. Responsible for the selection and supervision of all school building personnel.
11. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory.
12. Provides adequate inventories of school property and for the security and accountability for that property.

13. Participates in principal's meetings and other required meetings.

Specific Job Functions:

01. Organizes and supervises an educational environment to advance student achievement for all students.
 02. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
 03. Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
 04. Maintains active relationship with students and parents.
 05. Schedules classes within established guidelines to meet student needs.
 06. Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students.
 07. Evaluates and counsels all staff members regarding their individual and group performances.
 08. Conducts meetings of the staff as necessary for the proper functioning of the school.
 09. Assumes responsibility for the safety and administration of the school plant.
 10. Cooperates with college and university officials regarding teacher training and preparation.
 11. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
 12. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
 13. Performs additional duties as assigned and directed by the Superintendent or Designee.
-

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 9, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:	Vocational Director (Career and Technical Education)
Position Type:	Exempt
Reports To:	Superintendent and Assistant Superintendent of District and School Operations
Supervises:	Vocational Technology Center staff and others as assigned by the Superintendent.
Primary Function:	To provide students enrolled in the vocational/ technology programs with education and training of sufficient excellence to enable them upon graduation to enter the job market with well-developed skills, varied intellectual interests, and sufficient understanding and curiosity to continue their growth and maturation as workers and individuals. Integrate the technical and academic curriculum in such a manner to advance student achievement in all areas.

Minimum Qualifications:

- An earned Master's Degree (AA) or higher with administrative certification. (Required)
- Documented experience in school administration, supervision of instruction and/or as a vocational/ technology director.
- Valid Mississippi Educator's License.
- Understanding and knowledge of vocational and technology education programs with emphasis on business partnerships.
- Ability to work in a highly competitive area and build strong viable vocational technology programs.
- Ability to coordinate vocational/ technology programs and academic programs in a comprehensive high school setting.

Major Duties and Responsibilities:

01. Formulates and administers a comprehensive, modern program of vocational and technical education. This program must include the evaluation and curriculum and instruction, coordination of academic and technical programs and facilitation of the relationship between education and academic education in a high school environment.
02. Maintains close working relationships with community and state agencies and area businesses, industries, and labor organizations to provide training consistent with needs, and establishes lay advisory committees as needed.

03. Continuously appraises and evaluates the total vocational program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
04. Maintains current knowledge of all pertinent rules and regulations affecting vocational education.
05. Advises and assists in obtaining state and federal funds for vocational and technical education programs. Assumes responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
06. Supervises and evaluates all instructional personnel in the vocational education program.
07. Coordinates the gathering, selecting, and analysis of data with respect to jobs available to local high school graduates. Works to identify and define local job opportunities and the role of the schools in meeting these opportunities.
08. Coordinates all work-experience programs in the schools. Arranges and directs in-service education for the staff. Interprets the vocational education program to the public.
09. Prepares and administers the departmental budget.
10. Makes recommendations for long-term adjustments, changes, additions, and deletions in the vocational education program to meet changing job trends and needs.
11. Assists in the recruitment and screening of vocational teachers for the technology center and high school.
12. Maintains membership in and participates in the affairs of professional societies devoted to the advancement of vocational education.
13. Attends special events held to recognize student achievement, attends school sponsored activities, functions, and athletic events at the technology center and high school.
14. Maintains buildings and facilities at the technology center.
15. Organize, promote, and supervise the adult education program at the technology center.
16. Supervise layout and installation of equipment.
17. Inventory equipment annually, maintain inventory records and submit information as required.
18. Assure maintenance and repair of all equipment and recommend replacement of equipment as needed.
19. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 10, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: High School Assistant Principal

Position Type: Exempt

Reports To: High School Principal

Supervises: Students and others as assigned by the High School Principal.

Primary Function: To assist the principal in providing schoolwide leadership with an emphasis in instruction and student achievement.

Minimum Qualifications:

- An earned Master's Degree (AA) with an Administrator Endorsement
- Experience in school administration and/or supervision of instruction. (Preferred)
- Minimum of three (3) years as a classroom teacher. (Required)
- Valid Mississippi Educator's License.
- Understanding and knowledge of secondary school environment.
- Ability to work in a comprehensive high school setting.
- Background and knowledge of curriculum and instruction, scheduling, and implementation of student conduct models.
- Excellent communication, organizational, and interpersonal skills.

Major Duties and Responsibilities:

01. Assists the principal in the overall administration of the school with emphasis in the area of instruction, curriculum, and student achievement.
02. Serves as a principal in the absence of the regular principal.
03. Proposes schedules of classes and extracurricular activities.
04. Supervises the preparation of student schedules.
05. Works with department heads and faculty in compiling the annual budget requests.
06. Requisitions supplies, textbooks, and equipment. Conducts inventories, maintains records, and checks on receipts for such materials.
07. Assists in safety inspections and safety drill practice activities.
08. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.

09. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for investigating follow-up action.
10. Assists in maintaining discipline throughout the student body and handles special cases as necessary.
11. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
12. Performs record-keeping functions as the principal may direct.
13. Supervises teachers and departments as assigned by the principal.
14. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 11, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Middle School Assistant Principal

Position Type: Exempt

Reports To: Middle School Principal

Supervises: Students and others as assigned by the Middle School Principal.

Primary Function: To assist the principal in providing schoolwide leadership with an emphasis in instruction and student achievement.

Minimum Qualifications:

- An earned Master's Degree (AA) with an Administrator Endorsement
 - Experience in school administration and/or supervision of instruction. (Preferred)
 - Minimum of three (3) years as a classroom teacher. (Required)
 - Valid Mississippi Educator's License.
 - Understanding and knowledge of secondary school environment.
 - Ability to work in a middle school setting.
 - Background and knowledge of curriculum and instruction, scheduling, and implementation of student conduct models.
 - Excellent communication, organizational, and interpersonal skills.
-

Major Duties and Responsibilities:

01. Assists the principal in the overall administration of the school with emphasis in the area of instruction, curriculum, and student achievement.
02. Serves as a principal in the absence of the regular principal.
03. Proposes schedules of classes and extracurricular activities.
04. Supervises the preparation of student schedules.
05. Works with department heads and faculty in compiling the annual budget requests.
06. Requisitions supplies, textbooks, and equipment. Conducts inventories, maintains records, and checks on receipts for such materials.
07. Assists in safety inspections and safety drill practice activities.
08. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.

09. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for investigating follow-up action.
10. Assists in maintaining discipline throughout the student body and handles special cases as necessary.
11. Serves with parents, faculty, and student groups as requested in advancing educational and related activities and objectives.
12. Performs record-keeping functions as the principal may direct.
13. Supervises teachers and departments as assigned by the principal.
14. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 12, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Elementary School Assistant Principal

Position Type: Exempt

Reports To: Elementary School Principal

Supervises: Students and others as assigned by the Elementary School Principal.

Primary Function: To assist the principal in providing schoolwide leadership with an emphasis in instruction and student achievement.

Minimum Qualifications:

- An earned Master's Degree (AA) with an Administrator Endorsement
 - Experience in school administration and/or supervision of instruction. (Preferred)
 - Minimum of three (3) years as a classroom teacher. (Required)
 - Valid Mississippi Educator's License.
 - Understanding and knowledge of elementary school environment.
 - Ability to work in an elementary school setting.
 - Background and knowledge of curriculum and instruction, scheduling, and implementation of student conduct models.
 - Excellent communication, organizational, and interpersonal skills.
-

Major Duties and Responsibilities:

01. Assists the principal in the overall administration of the school with emphasis in the area of instruction, curriculum, and student achievement.
02. Serves as a principal in the absence of the regular principal.
03. Proposes schedules of classes and extracurricular activities.
04. Supervises the preparation of student schedules.
05. Works with department heads and faculty in compiling the annual budget requests.
06. Requisitions supplies, textbooks, and equipment. Conducts inventories, maintains records, and checks on receipts for such materials.
07. Assists in safety inspections and safety drill practice activities.
08. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.

09. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for investigating follow-up action.
10. Assists in maintaining discipline throughout the student body and handles special cases as necessary.
11. Serves with parents, faculty, and student groups as requested in advancing educational and related activities and objectives.
12. Performs record-keeping functions as the principal may direct.
13. Supervises teachers and departments as assigned by the principal.
14. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 13, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Director of Special Education

Position Type: Exempt

Reports To: Director of Special Education

Supervises: Staff assigned by the Director of Special Education.

Primary Function: To effectively assist the director in the day-to-day operations of the special education department. To assist in the providing administration of all special education programs from referral to placement. To provide leadership in the development, implementation, and evaluation of 504/ADA compliance policies and procedures.

Minimum Qualifications:

- An earned Special Education Endorsement in the 205-221 range.
- An earned 486 Administrative Endorsement.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Coordinates referrals, evaluation and placement of all students referred for special education services.
02. Serves as the director in the absence of the regular director.
03. Visits special education classes to assist the building principal with supervision and evaluation of special education teachers.
04. Assists in maintaining confidential files to include due process information, eligibility, and other pertinent data for students referred for special education.
05. Maintains accurate records and data for required reports to federal, state, and local agencies.
06. Assists in coordinating professional activities for all staff members relating to special education.
07. Assists in the development of district policies and procedures for special education based on guidelines from federal, state, and local education agencies.
08. Assists special education teachers in developing instructional objectives, Individual Education Plans, and related services to meet the provision of Least Restrictive Environment and Free Appropriate Public Education for all eligible students with disabilities in the district.

09. Assists the director in program monitoring to ensure compliance with federal and state guidelines and keep teachers and principals informed of guidelines.
10. Assists in developing effective working relationships with parents requesting the placement of children in special education and parents of children being screened or ruled eligible for special services.
11. Assists in determining the educational needs of each student so that the educational process can continue when the health of the student permits.
12. Coordinates student health information, as it relates to the students' ability to attend school, with parents, administrators, nurses, counselors, teachers, doctors, and community agencies.
13. Assists with conducting an on-going Child Find Program in an effort identify to children suspected of having a disability who are not receiving services.
14. Assists in the coordination of comprehensive assessment team activities to ensure timely completion of referrals.
15. Serves as the chairperson of the MET.
16. Serves as the District's 504/ADA Coordinator.
17. Works with community agencies to assist parents in improving their involvement with their children's educational opportunities.
18. Assists in the development, attendance, and presentation of workshops and training sessions for parents.
19. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 14, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Classroom Teacher

Position Type: Exempt

Reports To: Building Principal

Supervises: Students and others as assigned by the School Principal.

Primary Function: To provide all students with an enriched environment containing required instruction. To prepare classroom for class instruction. Provide a variety of learning materials and resources for use in educational activities. Observe and evaluate students' performance and development. Assign and grade classwork, homework, tests, and assignments.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- Mississippi Educator License with Teacher Endorsement.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Meets and instructs classes in the assigned locations and at designated times.
02. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
03. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
04. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
05. Encourages students to set and maintain standards of classroom behavior.
06. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
07. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.

08. Strives to implement, by instructions and action, the district's philosophy of education and instructional goals and objectives.
09. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis and seeks the assistance of district specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provisions for being available to students and parents for educational-related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Plans and supervises purposeful assignments for Assistant Teacher(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.
18. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 15, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Librarian

Position Type: Exempt

Reports To: Building Principal

Supervises: Students and others as assigned by the School Principal.

Primary Function: To provide all students with an enriched library environment containing a wide variety of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of media center resources.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- Mississippi Educator License with Library/ Media Endorsement 440.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Operates and supervises the media center to which assigned.
02. Evaluates, selects, and requisitions new media center materials.
03. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
04. Inform staff members concerning new materials the media center acquires.
05. Maintains a comprehensive and efficient system of cataloging all media center materials and instructs teachers and students on use of the system.
06. Works with teachers in planning assignments likely to lead to extended use of media center resources.
07. Promotes appropriate conduct of students using media center facilities.
08. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
09. Participates in curriculum meetings.
10. Counsels with and gives reading guidance to students.
11. Provides up to date book-related displays to generate interest in reading.

12. Prepares and administers the media center budget.
13. Maintains current, grade appropriate inventory.
14. Supervises the clerical routines necessary for the smooth operation of the media center.
15. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 15, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Part-Time Certified Academic Tutors

Position Type: Exempt

Reports To: Building Administrator, Federal Programs Director

Primary Function: Assist and support students learning in academic content areas based on specified plans from the principal and classroom teacher.

Minimum Qualifications:

- A valid Mississippi Teaching License
- Must have excellent communication skills, both oral and written.
- Demonstrated aptitude or competence for assigned responsibilities.
- Provide evidence of previous successful experience as a classroom teacher/instructor in core subject areas (reading, math, language arts, science, and history).

Major Duties and Responsibilities:

01. Support students who require additional help to become more independent learners by facilitating the implementation of academic interventions.
02. Meet with individual students or small groups of students to explain, clarify, and review concepts/processes taught in classes/subjects the students have not mastered.
03. Create a professional and welcoming environment for students.
04. Collaborate and coordinate with classroom teachers to identify and reinforce students' skill deficiencies.
05. Adhere to the instructional standards established by the Mississippi Department of Education and the Columbus Municipal School District.
06. Work with teachers and principals to prepare targeted lesson plans for groups of students based on grade specific instructional plans and test data.
07. Review lessons and analyze data from assessments to demonstrate students' progress on targeted standards.
08. Collaborate with parents, teacher(s), and principal on students' progress.
09. Work cooperatively with the principal and teacher on scheduling students.
10. Performs all other appropriate duties related to the position as assigned by the principal.



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Terms of Employment: As designated by CMSD and the building Principal

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 15, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Teacher

Position Type: Non-Exempt

Reports To: Building Principal and supervising Teacher.

Supervises: Students

Primary Function: To assist the teacher in maintaining appropriate classroom activities and environment so students may learn effectively.

Minimum Qualifications:

- A High School Diploma or GED equivalent. (Required)
- Successfully completed at least forty-eight (48) credit semester hours at an institution of higher education, or
- Earned an Associate's Degree or higher, or
- Passed all parts of the Mississippi Test: ACT WorkKeys (Reading for Information, Applied Mathematics, and Writing Subtests).

Major Duties and Responsibilities:

01. Participates in daily and long-range lessons and classroom activity planning.
02. Conducts learning exercises with small groups of children.
03. Guides children in working and playing harmoniously with other children.
04. Collects and displays suitable material for educational displays.
05. Helps maintain records (attendance, lunch count, homework, etc.).
06. Supervises, escorts, and assists children as necessary.
07. Alerts teacher to special needs of individual children.
08. Assists teacher as needed.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 16, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Counselor**

Position Type: Exempt

Reports To: Building Principal

Supervises: Students and others as assigned by the School Principal.

Primary Function: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Minimum Qualifications:

- An earned Master's Degree (AA) or higher in School Counseling.
- Mississippi Educator License with 436 Endorsement.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Aids students in course and subject selection.
02. Obtains and disseminates occupational information to students and to classes studying occupations.
03. Assists students in evaluating their aptitudes, abilities, and interests through the interpretation of individual test scores and other pertinent data and works with students in evolving education and occupation plans in terms of evaluation.
04. Works to resolve students' educational handicaps.
05. Orients new students to school procedures and the school's varied opportunities for learning.
06. Helps students evaluate career interests and choices.
07. Remains steadily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
08. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
09. Plans guidance field trips to schools, colleges, and community activities.
10. Guides students in their participation in school and community activities.
11. Maintains student records and protects their confidentiality.

12. Supervises the preparation and processing of college, scholarship, and employment applications.
13. Makes recommendations to colleges for admissions and scholarships.
14. Provides student information to colleges and potential employers according to the provisions of the Board's policy on student records.
15. Confers with parents whenever necessary.
16. Assists in the orientation of new faculty members.
17. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department and to improve the educational prospects of individual students being counseled.
18. Confers with administrators and faculty on the matters of student discipline.
19. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
20. Guides or assists in school testing program.
21. Services as advisor for local chapter of the National Technical Honor Society. (Secondary)
22. Works closely with Special Populations personnel in providing services for students.
23. Attends staff meetings and serves on staff committees as required.
24. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 236 Days for High School
 210 Days for Middle School and Success Academy
 207 Days for Elementary School
 Or Contract Days as Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: At- Risk Counselor

Position Type: Exempt

Reports To: Building Principal

Supervises: Students and others as assigned by the School Principal.

Primary Function: Coordinate the school program for students' at-risk situations, collaborate with district staff and outside personnel to provide educational and career opportunities for students at-risk.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- An earned Master's Degree (AA) in Guidance Counseling.
- Valid Mississippi Counselor/ Social Worker Certification. (Preferred)
- Licensed Professional Counselor/ Licensed Social Worker.
- Strong interest in Student Success.
- Ability to plan and meet deadlines.
- Ability to resolve conflicts with all stakeholders.
- Ability to effectively communicate both written and orally.
- Five (5) years teaching experience. (Preferred)
- Five (5) years as a school counselor or licensed social worker. (Preferred)

Major Duties and Responsibilities:

01. Develop and implement procedures to identify and monitor at-risk students at all grade levels and ensure that the resources are in place to support student success.
02. Provide interventions and services to students after tracking attendance, behavior, and academic progress.
03. Provide resources and materials to aid staff in accomplishing program goals and work with district staff to develop and encourage participation in programs that support at-risk students.
04. Provide information about school district and community resources available to students and their families and assist them in accessing those resources when needed. Coordinate education and community services for pregnant students.
05. Assist in the coordination and compliance with the Drug-Free Schools and Community Act.

06. Work with students, parents, and staff to ensure students' academic success and make alternative course work available to at-risk students through curriculum modification and acceleration.
 07. Provide individual and small group career counseling to at-risk students.
 08. Contribute to the development of program goals to reduce school failure and dropout rates.
 09. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.
 10. Solicit federal funds and participate in grant-writing activities to obtain funding for programs and services for at-risk students.
 11. Compile budget and cost estimates based on documented program needs and ensure that programs are cost-effective and that funds are managed wisely.
 12. Assists with the collection, processing, and distribution of at-risk data and interpreting this information for guidance, administrative, and instructional purposes.
 13. Attends staff meetings and serves on staff committees as required.
 14. Performs additional duties as assigned and directed by the principal.
-

Terms of Employment: 187 Days or Contract Days as Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:	Graduation/ Dual Credit Counselor
Position Type:	Exempt
Reports To:	Building Principal
Supervises:	Students and others as assigned by the School Principal.
Primary Function:	Coordinate the Dual Credit Program by working closely with the various offices of partner colleges and universities to provide a comprehensive program and affords high school students the opportunity to earn college credit while still in high school. This position will be responsible for all aspects of the program: planning, coordinating the enrollment process, ensuring the academic integrity of the courses, funding, overseeing end-of-semester completion activities, continued promotion, and awareness of the program to high school students, their parents, counselors, and teachers. Other related responsibilities include collection, processing, and verification of student applications, funding assessments and reporting, grade reporting, and advising dual enrolled students.

Minimum Qualifications:

- An earned Master's Degree (AA) or higher in School Counseling or School Administration.
- Experience working with high school students, preferably with dual enrollment/ credit programs.
- Working knowledge of college enrollment processes and procedures for dual credit students.
- Strong interest in student success.
- Ability to plan and meet deadlines.
- Ability to problem-solve and help in the resolution process.
- Ability to resolve conflicts between all stakeholders in the dual credit program.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Administer dual credit program with partner colleges and universities for high school students.
02. Plan and identify in consultation with college liaisons and high school administrators and counselors the most appropriate dual credit courses and coordinate the scheduling and delivery of such courses and related services.

03. Serve as the primary college liaison between high school and college personnel.
04. Serve as the point of contact for the dual credit program.
05. Assists with planning for students to transition to a college or university of their choice.
06. Track students as they work on dual credit courses and communicate to prevent problems.
07. Develop yearly dual credit calendar and establish and implement a timeline and processes for all tasks related to recruitment, enrollment, retention, and reporting, including dual credit enrollment application, testing, registration, and enrollment roster due dates.
08. Prepare and send communications to stakeholders each semester regarding dual credit enrollment and outcome achievements.
09. Maintain fall and spring semester documentation of dual credit students and their classes and ensure that classes are entered into INow, or whichever student data system is currently in use.
10. Ensure students are registered in college and university registration systems and in INow, or whichever student data system is currently in use.
11. Work with college and university liaisons, students, counselors, and parents to help resolve academic student issues in dual credit.
12. Assists in the coordination of the online application process for students in dual credit programs.
13. Serve as proctor for all online midterm and final exams for dual credit students.
14. Provide the Business Office with billing information for each semester's billing.
15. Work to ensure implementation of special activities and events to improve graduation outcomes for all students.
16. Plan and coordinate yearly College View for all eligible students, to include all required paperwork, transportation, and securing supervision.
17. Plan and coordinate the fall and spring Reality Fair for all eligible students. Work with the Columbus Junior Auxiliary to coordinate dates and times. Provide all necessary materials to 11th Grade English teachers for programs.
18. Plan and coordinate PALS mentoring program with elementary schools. Ensure all PALS students have appropriate paperwork and documentation. Oversee student mentors.
19. Plan and coordinate the recognition of eligible students for graduation in the areas of:
 - a- Dual Credit
 - b- Advanced Placement
 - c- Military Readiness
 - d- ACT Achievement
 - e- Work-place Readiness
20. Attends staff meetings and serves on staff committees as required.
21. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 190 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: High School Graduation Specialist

Position Type: Exempt

Reports To: Building Principal

Supervises: Students and others as assigned by the School Principal.

Primary Function: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

Minimum Qualifications:

- An earned Master's Degree (AA) or higher.
- Mississippi Educator's License
- Minimum of three years documented current experience in secondary schools.
- Ability to work in comprehensive high school setting.
- Background and knowledge of curriculum and instruction, scheduling, and intervention plans/strategies.
- Excellent communication, organizational and interpersonal skills.
- Strong interest in Student Success.
- Ability to plan and meet deadlines.
- Ability to resolve conflicts with all stakeholders.
- Five (5) years teaching experience. (Preferred)

Major Duties and Responsibilities:

01. Identify characteristics of potential dropouts.
02. Collaborate with the middle school to develop strategies for identifying potential dropouts, and students at high risk of not graduating.
03. Employ School Improvement Data to identify students scoring significantly below proficiency levels.
04. Conduct analyses focusing on data for students and subgroups using grade reports, test data, etc.
05. Develop and implement individual intervention strategies to increase the likelihood that at-risk students will stay in school and graduate
06. Work with students to develop individual graduation and achievement plans to best meet academic and postsecondary goals.

07. Participate in a transition program for rising 9th graders to successfully adapt to the rigor of high school.
08. Connect individual students and their parents with programs to help them learn how to prepare for and attain postsecondary education goals.
09. Develop a local mentoring program with business partners and connect high risk students with mentors.
10. Track the progress of students and subgroups as they near graduation.
11. Work with faculty and administrators to adapt curriculum and instruction to meet the needs of identified at-risk students.
12. Attend, participate, and redeliver professional learning pertaining to successful high school completion.
13. Conduct ongoing analysis of the effectiveness of the Graduation Specialist's programs
14. Attends staff meetings and serves on staff committees as required.
15. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 210 Days or Contract Days as Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Academic Coach

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: Students and others as assigned by the School Principal.

Primary Function: To positively impact student achievement through supporting, training, coaching, and mentoring teachers.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher in Education from an Accredited College/University. (Required)
- An earned Master's Degree (AA) from an Accredited Institution of Higher Learning. (Preferred)
- Meets current Mississippi Educator License Requirements.
- Five (5) or more years of successful classroom experience.
- Effective leadership, planning, organizational, communication, and interpersonal skills.
- Knowledge and experience in curriculum implementation, effective instructional strategies, and research-based best practices.
- Evidence of continued professional development.

Major Duties and Responsibilities:

01. Provides support / mentoring / coaching to new teachers.
02. Coordinates site-based mentoring program for new teachers.
03. Collaborates with experienced teachers to effectively adjust instructional strategies, classroom management, and assessment techniques to ensure student achievement.
04. Facilitates training for teachers and administrators in areas of need as identified by the district and the school.
05. Collaborates with the principal, assistant principal(s), individual teachers, and groups of teachers to improve student achievement.
06. Collaborates at the district level with various staff members to share best practices designed to improve student achievement.
07. Models' effective classroom strategies as needed.

08. Assists in the collection and interpretation of various data with the intent of improving student achievement.
09. Attends various trainings designed to improve student achievement based on needs identified in the school, the district's focus, and specific topics identified by the program evaluators.
10. Facilitates ongoing collaboration of teachers to effectively adjust instructional strategies and assessment techniques to ensure student achievement.
11. Performs additional duties as assigned and directed by the principal.

Terms of Employment: Academic Coach: 210 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Instructional Technology Coach**

Position Type: Exempt

Reports To: Superintendent of Designee

Primary Function: To facilitate technology integration in the classroom and technology use district-wide by working with school administrators to schedule regular training sessions for educators. The Instructional Technology Coach works directly with teachers by providing them with training and support to use technology to integrate technology into the curriculum.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- Meets current Mississippi Educator License Requirements with a Teacher Endorsement.
- Three (3) or more years of successful teaching experience. Five (5) years is preferred.
- Demonstrated teacher Leadership in a lead teacher, coordinator, or similar role.

Major Duties and Responsibilities:

01. Organize, plan, problem solve, and research current and emerging technology trends.
02. Employ word processing, multimedia presentation, and spreadsheet program skills.
03. Utilize and troubleshoot interactive whiteboard systems.
04. Support the designing and updating of school, department, and district websites.
05. Troubleshoot basic computer systems and peripherals.
06. Create training handouts and manuals.
07. Train Teachers, administrators, and other district employees to use technology such as word processing, spreadsheets, multimedia programs, grade reporting programs, assessment programs, web design, internet safety, interactive whiteboards, and student respond devices.
08. Perform additional duties as assigned and directed by the Superintendent or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Public Information Officer / Communication Specialist

Position Type: Exempt

Reports To: Superintendent or Designee

Primary Function: To provide accurate and timely information to the educational staff, students, and citizens of the community regarding efforts by the district to provide each student with a quality education.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher in Communications, Journalism, or related field.
- Experience in educational communications. (Preferred)
- Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Serves as a liaison between the district and the community.
02. Establishes annual goals and objectives for the district public information program and budgets accordingly.
03. Supervises the preparation of all district publications including brochures for recruitment and orientation of new staff and information brochures for parents of students new to the district.
04. Plans and implements periodic public sampling relative to present and future needs of the district.
05. Maintains open lines of communication with all community organizations and provides prompt responses to requests for information regarding the policies and programs of the district.
06. Maintains accurate files and mailing lists on community organizations with expressed interests in educational affairs.
07. Serves as resource for staff development in the area of communication.
08. Assists school communication efforts through training, professional direction, and review of communications prepared by school staff.
09. Directs the Marketing Program of the school district.
10. Coordinates volunteer efforts between the schools and community.

11. Maintains appropriate district-level social media presence on various platforms.
 12. Develops or manages development of graphics for the school district.
 13. Performs additional duties as assigned and directed by the Superintendent.
-

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Career Coach

Position Type: Exempt

Reports To: Building Principal

Supervises: Students and others as assigned by the School Principal

Primary Function: To assist students to identify career goals through personal and group consultation. Utilize leadership, advocacy, and collaboration to promote academic and personal success by implementing a comprehensive program that encompasses areas of personal and social development of students as well as academic and career needs.

Minimum Qualifications:

- An earned Bachelor's Degree or higher.
- Three to five years related experience (preferred).
- Ability to work in comprehensive high school setting.
- Strong computer skills and the ability to learn new software packages.
- Excellent communication, organizational and interpersonal skills.
- Strong interest in Student Success.
- Self-motivated and ability to multi-task and work unsupervised.
- Must have strong written and verbal communication skills.

Major Duties and Responsibilities:

01. Meet one on one with students to determine academic and career goals.
02. Work with students to determine interests and learn about postsecondary options.
03. Screen and assist students in applying for internships/apprenticeships in their area of interest.
04. Prepare students to take the WorkKeys assessment.
05. Assist students to create an online profile on MS Works or equivalent website.
06. Plan, develop and implement exploration opportunities, including college campus visits, career fairs, industry visits, parent sessions, etc.

07. Work directly with the local community college to connect students to applicable programs as identified by the principal.
08. Connect industry representatives to participants through job shadowing/mentoring opportunities for further career exploration and to build interest in local workforce opportunities.
09. Assist students in understanding soft skills and how they are important to being successful in the workplace.
10. Improve student resume writing and interviewing skills.
11. Work with economic developers, businesses, associations, and local and state agencies to promote the program and build connections to industry.
12. Plan, develop and implement programming to work directly with parents of students and educate them on workforce opportunities, available financing, and educational opportunities for their children.
13. Plan, develop and implement strategies to reach high school graduates who have not obtained a higher education certificate, diploma or degree and assist them in obtaining post-high school certification.
14. Maintain accurate and complete records of participant interactions, events, and all other work assignments.
15. Prepare reports on students and activities as required.
16. Become a contact for parent and student inquiries.
17. Attends staff meetings and serves on staff committees as required.
18. Performs additional duties as assigned and directed by the principal.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 17, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Lead Teacher /Administrative Support**

Position Type: Exempt

Reports To: Building Principal

Supervises: As designated by the School Principal.

Primary Function: To provide teachers with materials and services needed to enrich the classroom curricula. Supporting and assisting school administration in planning and managing the effective implementation of the curriculum – instructional planning, delivery, and assessments.

Minimum Qualifications:

- A bachelor's degree (A) or higher in Education from an Accredited College/University. (Required)
- Valid Mississippi Educator Teaching License.
- A minimum of three (3) years of successful classroom experience.
- Strong leadership skills.
- Willingness to work an extended schedule (longer than a normal school day)
- Effective leadership, planning, organizational, communication, and people skills.
- Knowledge and experience in curriculum implementation, effective instructional strategies, and research-based best practices.
- Evidence of continued professional development.

Major Duties and Responsibilities:

01. Provides support / mentoring / coaching to new teachers.
02. Collaborate with the principal/leadership team to use student data to identify program needs.
03. Assist with identifying the curriculum needs of the faculty.
04. Provide professional development and modeling for teachers and assistants on best instructional strategies.
05. Study, select, and order materials to meet the students' identified needs based on instructional data.

06. Collaborate with principal/leadership team to administer Title I funds to support the school plan.
07. Organize daily, monthly, and yearly schedules to facilitate teaching and learning opportunities.
08. Conduct grade level meetings as assigned or needed and attend all relevant school and district meetings for PLC's.
09. Attending all professional development as needed to lead and support the Building Administrator.
10. Provide small group interventions for identified struggling learners.
11. Attend meetings as required by MDE for remediation in best practices and training related to the areas of deficiency.
12. Performs additional duties as assigned and directed by the Building Administrator.

Terms of Employment: 210 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: **Supplement, Salary Schedule 34**

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:	Special Education Case Manager
Position Type:	Exempt
Reports To:	Director of Special Education or Designee
Primary Function:	Serves as a special education subject matter expert in the coordination and implementation of instruction for students with cognitive and developmental delays in accordance with district procedures and state and federal laws. Ensure the implementation and prescribed activities are carried out in accordance with specified objectives. Assist with planning and development methods and procedures for implementing programs. Assist with coordinating program activities and collaborates with personnel responsible for specific functions of phase of programs. Confers with staff to explain program and individual responsibilities for functions and phases of program. Assist with implementation activities and carrying out objectives of program.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher. (Preferred)
- Special Education Certified
- Three (3) to Five (5) years of experience.
- Microsoft Office experience. (Preferred)
- Mississippi Student Information System experience. (Preferred)
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Develops and implements district-wide specialized staff training for special education teachers, support staff, administrators, and parents on specialized instructional strategies for students with disabilities. Develops and monitors district-wide program implementation, instructional materials, and curriculum materials.
02. Collaborates with teachers, principals, and regional staff regarding special education services in schools on student placement and evaluation. Monitors systematic collection and analysis of student data to review achievement and evaluate effectiveness of district-wide instruction for students with disabilities.
03. Enters all special education district level information into Mississippi Student Information System (MSIS) and verifies the accuracy of the information.

- 04. Monitors classroom instruction and behavior interventions via observations, walk-throughs, modeling, demonstrations, and conferences.
- 05. Serves as a resource to campus personnel in the selection of adaptive materials and equipment based on students' Individualized Education Plans (IEP) and provide teacher consultation on their use.
- 06. Serves as a resource to campus personnel with the Individualized Educational Plan development.
- 07. Performs additional duties as assigned and directed by the Director of Special Education or Designee.

Terms of Employment: 210 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 18, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Behavior Specialist (Special Education)

Position Type: Exempt

Reports To: Special Education Director, Assistant Superintendent for Curriculum

Primary Function: To aid in creating and maintaining instructional environments that are conducive to learning by effectively addressing the behavioral challenges and needs of struggling learners. The main responsibility for this position is to assist general education students who demonstrate inappropriate behavior that impacts the classroom teacher's ability to teach and impacts other students' ability to learn. The Behavior Specialist will assist administrators and general education teachers in understanding, implementing, and effectively carrying out the Multi-Tiered System of Supports (MTSS), Positive Behavior Intervention Supports (PBIS), and Social Emotional Learning (SEL).

Minimum Qualifications:

- An earned Bachelor's (A) or higher in Psychology, Counseling, Special Education, Social Work, or a related field, Master's Degree (AA) is preferred.
- Three (3) years of work experience in clinical counseling or experience working with severe behavioral and emotional issues.
- Any equivalent combination of training or education with a minimum of three (3) years of applicable experience may be accepted.
- Ability to effectively communicate orally and in writing.

Major Duties and Responsibilities:

1. Conduct classroom observations for special education students displaying moderate to severe behavioral issues (Tier 2 or Tier 3)
2. Secure written parental consent as needed for Functional Behavior Assessments and Behavior Intervention Plans to be conducted on students with disabilities.
3. Train (and serve as a resource for) general education teachers and building administrators about the proper implementation of the Multi-Tiered System of Support (MTSS), Positive Behavior Intervention Support (PBIS) strategies, and Social Emotional Learning (SEL) strategies, (Classroom Organization and Management Program (COMP) strategies.

4. Conduct parent interviews for targeted special education students and those not yet eligible who are undergoing comprehensive assessment.
5. Create and maintain complete files on special education students who are at Tier or Tier 3 for behavior only or for behavior and academics.
6. Develop Tier 2 and Tier 3 behavior interventions for targeted students.
7. Develop Functional Behavior Assessments and Behavior Intervention Plans for special education students displaying behavior concerns and for those students not yet eligible who are in the process of comprehensive assessment.
8. Provide individual and/or small counseling sessions to K-12 special education students displaying the greatest need.
9. Make referrals to community agencies and external agencies, when appropriate
10. Participate in Teacher Support Team and IEP meetings as appropriate.
11. Work with the Special Education Director, School Psychologist, Psychometrist, and school personnel to implement coordinated strategies aimed at improving behavior.
12. Coordinate with school counselors, principals, and the Special Education Director to avoid duplication of efforts.
13. Other duties as assigned.

Terms of Employment: 210 Days.

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 18, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Behavior Specialist (General Education)

Position Type: Exempt

Reports To: Assistant Superintendent for Curriculum

Primary Function: To aid in creating and maintaining instructional environments that are conducive to learning by effectively addressing the behavioral challenges and needs of struggling learners. The main responsibility for this position is to assist general education students who demonstrate inappropriate behavior that impacts the classroom teacher's ability to teach and impacts other students' ability to learn. The Behavior Specialist will assist administrators and general education teachers in understanding, implementing, and effectively carrying out the Multi-Tiered System of Supports (MTSS), Positive Behavior Intervention Supports (PBIS), and Social Emotional Learning (SEL) and (Classroom Organization and Management Program (COMP).

Minimum Qualifications:

- An earned Bachelor's (A) or higher in Psychology, Counseling, Special Education, Social Work, or a related field, Master's Degree (AA) is preferred.
- Three (3) years of work experience in clinical counseling or experience working with severe behavioral and emotional issues.
- Any equivalent combination of training or education with a minimum of three (3) years of applicable experience may be accepted.
- Ability to effectively communicate orally and in writing.

Major Duties and Responsibilities:

1. Assist with the development and updating of the CMSD Dropout Prevention Plan and Crisis Intervention Plan
2. Conduct classroom observations for general education students displaying moderate to severe behavioral issues (Tier 2 or Tier 3)
3. Conduct parent interviews and secure written parental consent, as needed, for Functional Behavior Assessments and Behavior Intervention Plans for targeted students.

4. Develop Tier 2 and Tier 3 behavior interventions for targeted students.
5. Develop Functional Behavior Assessments and Behavior Intervention Plans for general education students displaying behavior concerns and ensure proper distribution
6. Train (and serve as a resource for) general education teachers and building administrators about proper implementation of the Multi-Tiered System of Support (MTSS), Positive Behavior Intervention Support (PBIS) strategies, and Social Emotional Learning (SEL) strategies, (Classroom Organization and Management Program (COMP) strategies
7. Create and maintain files on general education students who are at Tier 2 or Tier 3 for behavior only or for behavior and academics
8. Provide individual and/or small group counseling sessions to K-12 general education students displaying the greatest behavioral need
9. Make/facilitate referrals to community and external agencies when appropriate
10. Participate in Teacher Support Team meetings as required
11. Serve as a liaison between CMSD, the Youth Court, and the Lowndes County Juvenile Detention Center
12. Conduct threat assessments for all students in need of such assessments ensuring coordination with site administrators and the CMSD Security Chief
13. Work with the administrator and teachers at the alternative school to effectively implement PBIS and COMP strategies
14. Coordinate with school counselors, principals, and the Special Education Director to avoid duplications of effort
15. Meets with teachers individually or as grade level teams to interpret data, determine intervention efficacy, and plan additional steps as needed
16. Recommends appropriate interventions to positively impact student behavior in small groups, one-on-one with other students, interactions with teachers, and in following direction and instruction
17. Supports and monitors school implementation of Behavior intervention plans to determine overall impact and effectiveness of interventions; communicates results to teachers, students, and other school personnel
18. Other duties as assigned

Terms of Employment: 233 Days.

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 18, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Psychometrist

Position Type: Exempt

Reports To: Director of Special Education

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

Minimum Qualifications:

- A valid Mississippi Certificate in School Psychometry.
- Other qualifications as deemed appropriate by administration.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. 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.
02. Administers individualized tests and compiled the required records, reports, and test data prescribed for submission to the screen team in conjunction with at least one other assessment team member.
03. 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.
04. Maintains case records on all students referred for a comprehensive assessment.
05. Maintains records on the status of students involved in the “Referral-to-Placement” process through weekly reporting to the Special Education Director.
06. Coordinates and schedules testing to ensure district compliance with mandatory timelines on initial referrals and reevaluations.
07. Assists building level administrators in making referrals to outside agencies when appropriate.
08. Prepares and submits in a timely manner requisitions for testing materials to the Special Education Director.
09. 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 students.
11. Conduct intellectual evaluations for Gifted Referrals.

12. Prepares and submits assessment team reports for all eligible gifted students.
13. Acts as a liaison for the District with outside agencies.
14. Participates in IEP meetings and Parent conferences when necessary.
15. Demonstrates prompt and regular attendance.
16. Supports the District's mission and vision.
17. Performs additional duties as assigned and directed by the principal or director.

Terms of Employment: 210 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 18, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Psychologist

Position Type: Exempt

Reports To: Director of Special Education

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

Minimum Qualifications:

- An earned Education Specialist (AAA) or higher, Endorsement Code 451.
- Other qualifications as deemed appropriate by administration.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. 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.
02. Administers individualized tests and compiled the required records, reports, and test data prescribed for submission to the screen team in conjunction with at least one other assessment team member.
03. 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.
04. Maintains case records on all students referred for a comprehensive assessment.
05. Maintains records on the status of students involved in the “Referral-to-Placement” process through weekly reporting to the Special Education Director.
06. Coordinates and schedules testing to ensure district compliance with mandatory timelines on initial referrals and reevaluations.
07. Provides training with teaching personnel concerning the Multi-Tiered System of Supports process, classroom behavior management techniques, and data-based decision making.
08. Conducts psycho-educational evaluations for students ages three (3) to twenty-one (21) in the areas of emotional disabilities, autism spectrum disorders, learning disabilities, other health impairments, intellectual disabilities, developmentally delayed, and intellectual giftedness.
09. Assists in developing functional behavioral assessments and implementation of behavior intervention plans.

10. Serves as a member of the Multidisciplinary Evaluation Team.
11. Keeps abreast of federal, state, and local guidelines and regulations related to the identification, evaluations, and FAPE of exception students.
12. Conduct intellectual evaluations for Gifted Referrals.
13. Prepares and submits assessment team reports for all eligible gifted students.
14. Acts as a liaison for the District with outside agencies.
15. Participates in IEP meetings and Parent conferences when necessary.
16. Demonstrates prompt and regular attendance.
17. Supports the District's mission and vision.
18. Collaborates with parents and outside agencies not limited to Community mental health, acute and long-term care facilities, medical doctors, social workers, and/or counselors to provide a continuum of care for students with behavior concerns.
19. Provides follow-up treatment for student threat assessments which are deemed moderate to high level by the threat assessment coordinator at the school level.
20. Performs additional duties as assigned and directed by the principal or director.

Terms of Employment: 210 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 18, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Employment Facilitator / Transition Specialist

Position Type: Non-Exempt

Reports To: High School Principal or Designee

Primary Function: To use leadership, supervisory, and instructional skills to promote the educational development of each student. Will plan and implement a program of employment skills training, independent-living skills, and jobsite development, job placement and post-placement support for youth with disabilities. This position will assist youth beginning in their last year of high school and may continue providing transition services until the youth is successfully employed after high school.

Minimum Qualifications:

- A High School Diploma or equivalent.
- An earned Associate's Degree of Arts. (Preferred)
- Minimum of one (1) year of experience working with students with special needs.
- Professional experience performing work related to this position in an employment and training program, developing jobs, or assisting others to determine career alternatives.
- Experience working with youth. (Preferred)

Major Duties and Responsibilities:

01. Conduct individual and group instruction in employment skills and work-maturity skills including resume development, interview skills, employer expectations, independent-living skills, positive work attitudes, developing initiatives, motivation, and responsibility.
02. Assist in the development of the Individualized Transition Plan (ITP) in collaboration with students, parents, special education case carriers, Department of Rehabilitation counselors and the Vocational Programs Director, and other agency representatives.
03. Participates in the development of the students' Individualized Plan for Employment (IPE).
04. Assist in the Department of Rehabilitation's intake process in cooperation with the Rehabilitation counselor and attend related meetings.
05. Provide career exploration, job development, job placement, and coaching services to TPP students at the direction of the ITP and IPE.

06. Develop potential jobsites in the community, marketing programs, and services of the TPP and the local education agency for the student.
07. Communicate and collaborate with students, parents, employers, school personnel, and agency representatives to exchange information, resolve issues or concerns and coordinate activities.
08. Attending a variety of staff and other meetings or conferences as assigned.
09. Make presentations as requested.
10. Prepare reports and maintain records related to students and assigned activities.
11. Operate a computer and other office equipment as assigned.
12. Drive a personal vehicle to transport students to job shadows, tours, interviews, and other activities related to career exploration and job-finding as assigned.
13. Assist students in studying for driving permit tests.
14. Confer with and assist program directors with supervision and evaluation of specific program goals.
15. Has knowledge of:
 - a- Community resources that support job training and employment.
 - b- Career planning and job placement methods and practices.
 - c- Policies and objectives of the TPP program and related activities.
 - d- Interviewing, public speaking, and advisement techniques.
 - e- Local job market, growth occupations, and the needs of employers.
 - f- Basic principles and practices of employment training, including methods of developing learning materials.
 - g- Methods of working with youth with disabilities (i.e., teaching an individual's learning style, methods of accommodation for areas of weakness, etc.).
 - h- Interpersonal skills using tact, patience, and courtesy.
 - i- Standard English usage, spelling, grammar, and punctuation.
 - j- Record-keeping techniques.
 - k- Oral and written communication skills.
 - l- Technical aspects of field of specialty.
 - m- Operation of a computer and assigned software.
16. Has ability to:
 - a- Plan and implement a program of employment skills training, independent-living skills, job-site development, job placement, and post-placement support for youth with disabilities.
 - b- Recruit employers and develop jobsites.
 - c- Monitor and evaluate student progress.
 - d- Communicate effectively and tactfully in both oral and written forms.

- e- Be a productive and collaborative member of a team.
- f- Establish and maintain cooperative and effective relationships with others.
- g- Work independently with little direct daily supervision.
- h- Prepare and maintain records and reports.
- i- Operate a computer and other office equipment.
- j- Meet schedules and timelines.
- k- Organize work activities in an effective and timely manner.
- l- Interpret and apply rules and regulations related to assigned activities.
- m- Plan, coordinate, and schedule to meet program goals.
- n- Be flexible and receptive to change.
- o- Adapt to periodic heavy workload.

17. Performs additional duties as assigned and directed by the High School Principal or Designee.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 19, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Homeschool Liaison Coach**

Position Type: Non-Exempt

Reports To: Principal and Director of Special Education or Designee

Primary Function: To ensure that the at-risk population of regular education students have been identified, are receiving appropriate intervening services, and have been provided with the necessary tools to become successful in the classroom.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher, in Education, Psychology, Sociology, or closely related field of study.
- Experience working with children in an educational setting. (Preferred)
- To serve as a liaison between teachers and parents of students who have been identified as "at-risk" and provide those students with appropriate intervening services.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Identify characteristics of "at-risk" students in regular education classes.
02. Collaborates with teachers to develop strategies for identifying these students at high risk and provide them with early intervening services to promote success in the classroom.
03. Employ school data to identify students scoring significantly below proficiency levels.
04. Conduct analyses focusing on data for students and subgroups using grade reports, tests, data, etc.
05. Develop and implement individual intervention strategies to increase the likelihood that at-risk students will stay in school and attain success.
06. Work with students to develop individual achievement plans to best meet academic goals.
07. Works closely with individual students and their parents to help them learn how to prepare for and meet their educational goals.
08. Maintain and track the progress of students as they progress in schools.
09. Work with faculty and administrators to adapt curriculum and instruction to meet the needs of identified at-risk students.
10. Performs additional duties as assigned and directed by the principal or director.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 19, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Academic Interventionist

Position Type: Non-Exempt

Reports To: Superintendent or Designee

Primary Function: To provide instructional support in designated subject areas to reinforce and/or enhance learning. Works in conjunction with classroom teacher.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- Experience providing K-12 classroom instruction support. (Preferred)
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Participates in daily and long-range intervention planning.
02. Conducts learning exercises with small groups or for individual students.
03. Supervises, escorts, and assists students for academic interventions.
04. Alerts teachers and/or principal to the needs of individual students.
05. Conducts prescribed interventions for students.
06. Provides data analysis of students selected for interventions.
07. Progress monitor interventions by analyzing data.
08. Participates in intervention meetings.
09. Performs additional duties as assigned and directed by the principal or director.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 20, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: English Language (EL) Tutor / Translator

Position Type: Non-Exempt

Reports To: Director of Federal Programs and Building Level Administrators

Primary Function: To provide tutoring to English Learners, helping them to gain proficiency in listening, speaking, reading, and writing the English language. In addition to direct contact with students, responsibilities include maintaining tutor records as directed and maintaining confidentiality of all student-related documents, translating documents in other languages as needed for the district, translating during parent meetings, parent conferences, and registration. Completion of work-related projects as requested by the supervisor.

Minimum Qualifications:

- An earned High School Diploma. (Required)
- An earned Bachelor's Degree (A) or higher. (Preferred)
- Fluency in spoken and written foreign language. (Required)
- Experience in tutoring English Learners.
- Experience in translating documents in a foreign language using Microsoft Word.
- Experience in working with families who speak dual languages.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Communicates clearly both orally and in writing to parents and school personnel.
02. Recognize variations in student backgrounds, abilities, and learning styles.
03. Interact in a friendly and patient manner with students from different cultural backgrounds, students of all levels of language proficiency, and students who may have disabilities.
04. Present English clearly and serve as a linguistic model for students.
05. Communicate effectively with students by articulating clearly, selecting vocabulary, and assessing comprehension by carrying methods.
06. Tutor English learners in all language skill areas.
07. Expand grammar in an easy-to-understand format without overwhelming student learners.

08. Work cooperatively with teachers and principals to identify and solve problems, facilitate learning for students, and build student confidence.
09. Guide students to completion of work without doing the work for them.
10. Assist teachers in compiling and maintaining records of achievement and progress for each student.
11. Assist in gathering data for reporting requirements.
12. Establish and maintain communication with parents of students in the EL program.
13. Provide accurate services by translating documents orally and in writing and translating during parent meetings, conferences, and registration.
14. Submit translating parent questionnaire in a timely manner.
15. Adapt to changing technologies and learn functionality of new equipment and systems.
16. Work independently and collaboratively with all personnel.
17. Performs general clerical functions including maintaining accurate records and compiling information and statistics.
18. Plans and organizes work to meet changing priorities and deadlines.
19. Maintains a tutoring schedule for all tutoring sites.
20. Learn and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.
21. Performs additional duties as assigned and directed by the principal or director.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 21, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:	Nurse
Position Type:	Exempt
Reports To:	Assistant Superintendent of District and School Operations and Principal
Primary Function:	To provide preventative health services to facilitate the student's optimal physical, mental, emotional, and social growth and development. Identify problems and disabilities and provide such services as case finding, health education, referring, and care to help prevent serious health problems which would later be more difficult and costly to address. Support the education process by working to assure the health of students.

Minimum Qualifications:

- Qualified to practice as a Registered Nurse in the State of Mississippi and holds an unrestricted license. (Bachelor's Degree or Master's Degree Preferred)
- Certified in CPR or BLS and AED, or obtain in the first six (6) months.
- Minimum of one (1) year of experience in public health nursing, community health nursing, school health nursing, or pediatric nursing.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Knowledge of principles and practices underlying professional nursing and school health.
02. Knowledge of current trends in nursing and of literature in the fields of school health.
03. Knowledge of organization and administration of other cooperating agencies.
04. Knowledge of state and local laws relating to health and social issues.
05. Ability to exercise professional judgement in making decisions.
06. Ability to cooperate with others and communicate appropriately and effectively with students, parents, administrators, other school personnel, etc.
07. Ability to organize a clinic and manage time.
08. Ability to use a computer and various software applications.
09. Be a self-starter or self-motivated.
10. Have a genuine interest in the student population and its health needs.

11. Performs additional duties as assigned and directed by the Assistant Superintendent or Principal.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 22, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Business Office Supervisor

Position Type: Exempt

Reports To: District Business Manager

Supervises: Business Office Fiscal Officers

Primary Function: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher in Accounting. (Preferred)
- Knowledge of Public-School Financial Accounting. (Preferred)
- Computer Skills. (Required)
- Previous job experience in accounting required.
- Knowledge of Governmental Accounting.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Participates in the management of the financial affairs of the schools.
02. Shares responsibility for budget implementation.
03. Oversees accounting records, operations, money, and transactions.
04. Supports payroll clerk for the district.
05. Supervises the collection, safekeeping, and distribution of all funds.
06. Establishes and maintains an effective inventory control of fixed assets, activity funds, and insurance programs.
07. Must serve as a backup in time of need when business office staff is out on extended leave.
08. Assists in recruiting, hiring, training, supervising, and evaluating all financial support staff in the business department.
09. Complies with the State Audit Department by arranging for annual audits of all accounts and records by an independent certified accountant selected by the board or Audit Department.
10. Supports all financial affairs for district grants, E-Rate, and federal applications to include local, state, and federal.

11. Complies with current GASB regulations and provides for tracking and implementation in accordance with the Mississippi Department of Education State Department of Audit regulations.
12. Maintains a complete and systematic set of records of all financial transactions of the district.
13. Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
14. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers.
15. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
16. Computes and records cash receipt summaries.
17. Prepares W-2's, 1099's, Tax documentation, and other yearly reports required such as 1094's and 1095's.
18. Verifies accuracy of payroll after computation by Payroll Clerk before payroll is processed.
19. Verifies accuracy of purchase orders and bills slated for payment.
20. Prepares bank transfers to appropriate funds as needed and approved.
21. Prepares bank deposits and tax deposits.
22. Prepares year end close for accounting system.
23. Records assigned year end closing journal entries for the district.
24. Supervises the preparation of payrolls, including deductions for withholding tax, pensions, social security, employee insurance, and other required salary deductions.
25. Supervises preparation and maintenance of all necessary earnings records, deduction records, and similar personnel payment records.
26. Cooperates with the auditors and provides information to them as requested.
27. Verifies miscellaneous revenue is collected and deposited.
28. Computes salaries of all personnel based on the verification of experience, start date, and length of contract provided by the personnel director.
29. Maintains confidentiality of any school system related information.
30. Alerts the District Business Manager of any suspicious activity immediately upon discovery.
31. Performs additional duties as assigned and directed by the District Business Manager.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 23, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Fiscal Officer, General

Position Type: Non-Exempt

Reports To: District Business Manager and Business Office Supervisor

Primary Function: To carry out financial transactions and maintain records of the District with utmost care and integrity.

Minimum Qualifications:

- An earned Bachelor's Degree in Accounting. (Preferred)
- Minimum of three (3) years bookkeeping experience.
- Knowledge of Public-School Financial Accounting. (Preferred)
- Computer Skills. (Required)
- Knowledge of Governmental Accounting. (Preferred)
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Serves as District Accountant for 16th Section, Activity Funds, Child Nutrition, Fixed Assets, Vendor Payroll, and other areas as assigned.
02. Maintains a complete and systematic set of records of financial transactions of assigned department.
03. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as accounts payable, fixed assets, general ledger, payroll records, etc.
04. Summarizes and balances entries recorded in individual journals and ledgers and transfers data to general ledgers.
05. Prepares financial statements, income statements, and cost reports to reflect the financial condition of the district.
06. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
07. Computes and records cash receipt summaries.
08. Verifies accuracy of purchase orders and bills slated for payment.
09. Acts as general accountant of the board and preserves all accounts, vouchers, and contracts relating to the schools.
10. Provides accounting services essential to the preparation and control of the budget.

11. Cooperates with the auditors and provides information to them as requested.
12. Reviews and complies with all guidelines established in the personnel handbook.
13. Complies with current GASB regulations and provides for tracking and implementation in accordance with the Mississippi Department of Education State Department of Audit regulations.
14. Maintains confidentiality of any school system related information.
15. Alerts the District Business Manager and Business Office Supervisor to suspicious activity immediately upon discovery.
16. Performs additional duties as assigned and directed by the Business Office Supervisor and/or District Business Manager.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 23, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Fiscal Officer, Accounts Payable**

Position Type: Non-Exempt

Reports To: District Business Manager and Business Office Supervisor

Primary Function: To carry out financial transactions and maintain records of the District with utmost care and integrity.

Minimum Qualifications:

- An earned Bachelor's Degree in Accounting. (Preferred)
- Minimum of three (3) years bookkeeping experience.
- Knowledge of Public-School Financial Accounting. (Preferred)
- Computer Skills. (Required)
- Knowledge of Governmental Accounting. (Preferred)
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Maintains a complete and systematic set of records of financial transactions of assigned department.
02. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions.
03. Verifies accuracy of purchase orders and bills slated for payment.
04. Maintains the accounts payable vendor file.
05. Collects and matches all the district's purchase orders, invoices, travel forms, etc. for monthly processing.
06. Follows controls and schedules set as a best practice by the District Business Manager and Business Office Supervisor to meet monthly processing and reporting deadlines.
07. Enter all invoices for payment into the accounting system for processing.
08. Sets up new vendors for payment.
09. Maintains 1099's vendor files.
10. Processes approved manual accounts payable checks as needed.
11. Verifies the receipt of required backup documentation before invoices are processed for payment.

12. Reconciles vendor statements monthly.
13. Prepares monthly accounts payable reports.
14. Submits a claims docket of invoices paid to the board monthly.
15. Maintains confidentiality of any school system related information.
16. Alerts the District Business Manager and Business Office Supervisor to suspicious activity immediately upon discovery.
17. Performs additional duties as assigned and directed by the District Business Manager and Business Office Supervisor.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 23, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Fiscal Officer, Federal and Special Programs

Position Type: Non-Exempt

Reports To: District Business Manager and Business Office Supervisor

Primary Function: To carry out financial transactions and maintain records of the District with utmost care and integrity. To maintain accounting reports, oversee expenditure of funds, and prepare periodic financial and statistical reports in accordance with federal rules and regulations.

Minimum Qualifications:

- An earned Bachelor's Degree in Accounting. (Preferred)
- Minimum of three (3) years bookkeeping experience.
- Knowledge of Public-School Financial Accounting. (Preferred)
- Knowledge of General Accounting Procedures and Computer Skills. (Required)
- Knowledge of Governmental Accounting. (Preferred)
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Prepare, review, and verify monthly requests for funds report.
02. Operates all office equipment and computer efficiently.
03. Maintains bookkeeping copies or receiving reports of purchase orders to attach to invoices and packing slips.
04. Maintains status of all federal funds during the year.
05. Reconciles invoices to bookkeeping purchase order copy (Purchase order must have a received signature and date of receipt), attaches invoices and other required documents to bookkeeping copy of the purchase order, compiles invoices and delivers to the accounts payable clerk by the cut-off date.
06. Checks budget reports from accounting software or system monthly.
07. Maintains budgetary information in MCAPS and District financial software regularly.
08. Keeps all federal financial records updated.
09. Assists the Director of Federal Programs and the Director of Special Education with budget and completion reports.

10. Prepares all budgets and amended budgets for Federally funded programs.
11. Possesses or obtains knowledge of Federal laws as they apply to federal programs.
12. Adhere to federal guidelines regarding all federal policies and procedures.
13. Balance federal projects for the end of the year report to the Mississippi Department of Education.
14. Monitors outstanding purchase orders for all projects.
15. Prepares budgets according to federal projects set forth by the Federal/State Department of Audit.
16. Reviews and complies with the guidelines established by the district.
17. Attends training provided by the district and the Department of Education.
18. Complies with all wage and hour guidelines and District policies governing wage and hour laws.
19. Maintains confidentiality of any school system related information.
20. Alerts the District Business Manager and Business Office Supervisor to any suspicious activity immediately upon discovery.
21. Performs additional duties as assigned and directed by the District Business Manager and Business Office Supervisor.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 23, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Fiscal Officer, Payroll**

Position Type: Non-Exempt

Reports To: District Business Manager and Business Office Supervisor

Primary Function: To carry out financial transactions and maintain records of the District with utmost care and integrity.

Minimum Qualifications:

- An earned Bachelor's Degree in Accounting. (Preferred)
- Minimum of three (3) years bookkeeping experience.
- Knowledge of Public-School Financial Accounting. (Preferred)
- Knowledge of General Accounting Procedures and Computer Skills. (Required)
- Knowledge of Payroll Accounting. (Preferred)
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Maintains a complete and systematic set of records of financial transactions of assigned department.
02. Operates all office equipment and computer efficiently.
03. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as payroll and human resources records.
04. Maintains and prepares monthly payroll, including deductions for withholding tax, pensions, social security, employee insurances, and other required salary deductions.
05. Maintain and prepare all necessary earnings records, deduction records, and similar personnel payment records.
06. Answers questions about all insurance policies and helps employees with paperwork.
07. Maintains all garnishments, child support, tax levies, etc. for payroll files.
08. Records and reconciles all leave taken by employees.
09. Maintains and monitors all time clocks for time and attendance for the district.
10. Submits COBRA letters to employees leaving the district and collects COBRA payments.
11. Reconciles vendor deduction statements monthly.

12. Prepares monthly payroll and all payroll reports.
13. Files employee paperwork and payroll changes in personnel files.
14. Maintains and processes all payroll information in the accounting system regularly.
15. Complies with all wage and hour guidelines and District policies governing wage and hour laws.
16. Maintains confidentiality of any school system related information.
17. Alerts the District Business Manager and Business Office Supervisor to any suspicious activity immediately upon discovery.
18. Performs additional duties as assigned and directed by the District Business Manager and Business Office Supervisor.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 23, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

- Position Title:** Human Resources Director
- Position Type:** Exempt
- Reports To:** Superintendent
- Supervises:** Human Resources Assistant and Front Desk Central Office Administrative Assistant/Receptionist
- Primary Function:** To maintain records of the District with utmost care and integrity. To plan, coordinate, and supervise the operation of the personnel services office to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual child.

Minimum Qualifications:

- An earned Bachelor's Degree in Education or Business. (Preferred)
- Minimum of three (3) years of experience in education. (Preferred)
- Knowledge of Computer Skills. (Required)
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Plans and directs a program for selection and assignment of the best-qualified teachers and personnel.
02. Responsible for teacher and staff recruitment.
03. Administers the teacher transfer procedure.
04. Certifies classifications and salaries to Business Office personnel.
05. Maintains adequate records of personnel.
06. Administers provisions of the Education Code as applicable to personnel, practice teacher agreements between the district and participating colleges and universities and leave-of-absence policies.
07. Maintains substitute employee list (if applicable).
08. Reports periodically to the Superintendent the problems, conditions, and needs of the personnel office.
09. Supervises and evaluates all staff of the Human Resources department.

10. Confers with principals and directors to determine the need for teachers and staff of various classifications.
11. Certifies eligibility for the district's employee benefits.
12. Cooperates with college and university schools of education and with career guidance offers regarding applicants.
13. Works with the payroll department in administering employee benefits.
14. Coordinates the placement of student teachers within the district.
15. Works with payroll clerk in resolving employee issues affecting compensation such as extended leave, FLMA, ADA, FFCRA, etc.
16. Provides required personnel reports to state and federal educational agencies.
17. Assists eligible employees with the retirement process.
18. Attends regular meetings with staff and actively serves to improve communication, cooperation, and planning.
19. Provides necessary research for successful wage and salary administration.
20. Counsels and advises applicants and probationary and permanent personnel.
21. Provides necessary processing for issuance and renewal of state credentials.
22. Makes timely announcements of dates to be observed by applicants and employees to comply with state and district requirements.
23. Plans, develops, and revises personnel management policies in accordance with state legislation for submission to the Board for adoption and maintains personnel policy handbooks.
24. Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district's personnel program, and to respond to requests of district personnel on matters not clearly covered by regulation, policy, or legislation.
25. Assumes administrative responsibility for routine duties of the Human Resources Department.
26. Supports the Superintendent in administrative efforts, interpreting their ideas and decisions to staff and public. Keeps the Superintendent informed of pertinent division developments and events and seeks their counsel or decision, as necessary.
27. Engages in activities advocating, promoting, and securing the rights of all persons with reference to employees of the school system.
28. Responsible for the collection of all required documents, conducting background checks, and completing all required procedures for all new employees.
29. Responsible for the disbursement and collection of all intent of employment forms, at-will agreements, and contracts.
30. Work with the District Data Manager to maintain the district's MSIS information and update monthly with new employees or changes in current employee information. Work with the District Data Manager to oversee school locations scheduling for all personnel.

- 31. Maintains confidentiality of any school system related information.
- 32. Alerts the Superintendent to any suspicious activity immediately upon discovery.
- 33. Verify and approve Educator Licensure in MECCA.
- 34. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 24, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Human Resources Assistant

Position Type: Non-Exempt

Reports To: Human Resources Director

Primary Function: To assist the Human Resources Director by keeping accurate and timely books and records and ensuring proper internal control of assigned activities.

Minimum Qualifications:

- A High School Diploma, equivalent, or higher. An Associate's Degree is preferred.
- Experience in utilization of software programs, such as: Microsoft Office, MSIS, SAMS, Integrity, etc.
- General knowledge of data processing procedures.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Complete job assignments and activities as assigned by the Human Resources Director.
02. Maintain confidentiality, sequence, and control of source documents.
03. Key input data as required by activity assigned by the Human Resources Director as needed.
04. Follow proper format in keying/entering data as required by the department.
05. Assist in District level reports as required by the Human Resources Director.
06. Furnish information and reports to the Human Resources Director.
07. Recommend improvements in program operations and activities as encountered.
08. Assist Human Resources Director in compiling applications with ratings to send to administrators for review.
09. Assist Human Resources Director in recruitment of best qualified applicants: Compiling brochures, recruitment materials, attending career/job fairs speaking with applicants and distributing District information.
10. Assist with new employee orientation annually by compiling employee packets.
11. Assists in new employee processing: fingerprinting, child abuse registry submission, photo badges, paperwork processing, and human resource systems.
12. Assists applicants with online application system, telephone calls for meetings, trainings, emails to applicants, employees, and administrators. Files/Scans when necessary.

13. Alerts the Human Resources Director to suspicious activity immediately upon discovery.

14. Performs additional duties as assigned and directed by the Human Resources Director.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 24, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Information Systems Director

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: Information Systems Staff and others as assigned

Primary Function: To oversee the acquisition, installation, and maintenance of the Information Systems at the District and School levels through the judicious use of human and material resources.

Minimum Qualifications:

- An earned Bachelor's Degree in a Technology related field. (Preferred)
- Engineer level IT certification. (Preferred)
- Minimum of three (3) years of related computer network management experience including experience managing LANs, wireless networks, wide area networks, and servers.
- Experience with a variety of desktop operating systems and application programs.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Directs the acquisition of technology on a district-wide basis. Makes purchasing decisions and manages the Information Systems budget. Ensures purchases meet all state and federal requirements.
02. Directs support of technology in the district including installation, repair, maintenance, and user access to systems.
03. Works with principals and other department heads to find solutions to enhance the educational experience of students.
04. Works with other district staff members in securing outside funding for projects.
05. Develops and implements plans for major conversions.
06. Schedules, assigns, and reviews project work.
07. Establishes standards for hardware and software solutions.
08. Provides technical assistance and training in the use of system software to the Information Systems staff.

09. Designs, configures, and implements network hardware and software, monitors network performance, and makes modifications as needed.
10. Manages telecommunications services.
11. Manages E-Rate ensuring all requirements and deadlines are met.
12. Manages data reporting.
13. Develops and manages plans for system and data security.
14. Manages the web presence of the district and schools.
15. Maintains confidentiality of any school system related information.
16. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 25, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Network Administrator**

Position Type: **Exempt**

Reports To: **Information Systems Director**

Primary Function: To assist the Information Systems Director in Network Management.

Minimum Qualifications:

- An earned Bachelor's Degree or higher.
- Valid Certified Network Engineer certificate, such as CCNA.
- Experience in network management environment; preferred experience with Cisco and/or Aruba.
- Successful experience with network support, end user support, server support with emphasis on network operating systems.
- Knowledge of industry standards for networking hardware and software. Knowledge of firewall systems and industry standard practices for securing enterprise networks.
- Ability to work independently and make decisions with minimal supervision.
- Extensive troubleshooting skills to provide accurate and quick network trouble resolution utilizing a variety of tools.
- Ability to carry out job responsibilities and handle sensitive information in a confidential manner.
- Such alternatives to the above qualifications as the Superintendent and IS Director may find appropriate and acceptable.

Major Duties and Responsibilities:

01. Oversees installation and management of all LAN and WAN equipment.
02. Ensure proper network security is in place to protect all confidential information.
03. Setting up, configuring, and maintaining network servers.
04. Diagnosing and resolving complex communication and interconnectivity problems.
05. Maintaining the network system – software and hardware.
06. Managing and completing project work in a timely manner.
07. Planning and implementing network infrastructure upgrades.
08. Assisting in the web server management and updating content on the district's websites

09. Ensuring adherence to standards for computer network systems, to include wiring, equipment, system security, routing protocol, etc.
10. Design, implement, and maintain network infrastructure.
11. Assisting in the development and implementation of network procedures and policies.
12. Troubleshoot and repair issues related to network infrastructure equipment and services.
13. Perform regular network security assessments to identify potential vulnerabilities within the network infrastructure and resolve deficiencies.
14. Perform regular network performance assessments to identify potential service degradations and resolve deficiencies.
15. Assist in keeping inventory of all networking equipment.
16. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 25, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Information Systems Specialist

Position Type: Exempt

Reports To: Information Systems Director

Primary Function: To assist in overseeing the acquisition, installation, and maintenance of the Information Systems at the District and School levels through the judicious use of human and material resources.

Minimum Qualifications:

- An earned Associate's Degree in a computer related field or equivalent industry-related certification.
- An earned Bachelor's Degree of Science in computer related field or equivalent. (Preferred)
- Two (2) years of experience troubleshooting computer systems in a networked environment. (Required)
- Working knowledge of TCP/IP, DNS, DHCP, Ethernet cabling, and current operating platforms.
- Such alternatives to the above qualifications as the Board, Superintendent, and Director may find appropriate and acceptable.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Installs and maintains computer operating systems, application software, and related computer equipment.
02. Performs computer hardware, network hardware, and software repair (computers, servers, switches, printers, scanners, programs, etc.).
03. Creates and maintains network and e-mail accounts.
04. Inspects computer and network equipment requiring specialized computer repair and troubleshooting for the purpose of identifying repair needs.
05. Provides technical support to users of hardware and software.
06. Maintains the school-based computer labs in good working order.
07. Assists in coordination of computer and network-related repair requests.

- 08. Assists in record-keeping regarding the functioning and inventory of the district's computers and related equipment and repairs.
- 09. Assists in making recommendations regarding the purchase of new computers, software, and related equipment.
- 10. Maintains confidentiality of any school system related information.
- 11. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 25, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Coding Facilitator**

Position Type: **Exempt**

Reports To: **Superintendent or Designee**

Primary Function: To develop a variety of learning resources for use in educational activities.

Minimum Qualifications:

- An earned Bachelor's Degree of Science in computer related field or equivalent. (Preferred)
- Two (2) years of experience working with coding applications.
- Working knowledge of TCP/IP, DNS, DHCP, Ethernet cabling, and current operating platforms.
- Experience with multiple coding languages: Snap!, Scratch, HTML, C#, Python, or similar.
- Experience working with students and coding development.
- Must have critical thinking, troubleshooting, and strong technology skills.
- Must demonstrate a high level of initiative.
- Demonstrates experience in organizing, conceptualizing, and prioritizing objectives.
- Such alternatives to the above qualifications as the Board and Superintendent may find appropriate and acceptable.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Develop specific computer science curriculum with various classes that could entail game programming, app programming, logic, and critical thinking. Courses should be developmentally appropriate and engaging.
02. Develops a written plan with standards, activities, and lesson plans for P-5 students at magnet schools.
03. Performs ongoing evaluation of the effectiveness of instructional technology.
04. Maintain knowledge of the discipline so students are taught relevant information.
05. Actively participates in staff development and professional growth activities.
06. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 236 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 25, based on degree and experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Data Manager

Position Type: Exempt

Reports To: Superintendent or Designee

Primary Function: Responsible for maintaining and entering information in the Mississippi Student Information System.

Minimum Qualifications:

- An earned bachelor's degree in a computer related field.
- Must have excellent communication skills, both oral and written.
- Demonstrated experience in organizing, conceptualizing, and prioritizing objectives.
- Must have strong technology skills.

Major Duties and Responsibilities:

1. Work closely with individual school based MSIS coordinators, principals, directors, counselors, and other district personnel to ensure accurate information is entered and reported to MDE on or before deadline
2. Work closely with Special Education Department to ensure accurate Special Education personnel data is reported to MDE on or before deadline
3. Retrieve and maintain PERS/Accrued, and Salary/Fringe Benefits reports from Business Manager
4. Meet personnel and monthly MSIS deadlines
5. Assists in maintaining all school data in Student Information Database System (SIS)
6. Keeps an accurate account of all records within SIS and MSIS
7. Review and maintain MSIS security
8. Enter the following information into MSIS – included, but not limited to:
 - District ID/demographics
 - School ID/demographics
 - School Board members
 - General/schedule employee data
 - District events calendar
 - District pay scale
9. Review and maintain teacher certification data
10. Enter summer school report.

11. Enter personnel/teacher absences
12. Approve personnel data
13. Run and verify reports – included, but not limited to:
 - Course/work area codes
 - Blank data entry form (general/schedule & Special Education)
 - General schedule listing
 - Schedule matching & not matching reports
 - TU edit
 - Selected MAEP listing
 - Accreditation edits
 - Class overload
 - Required courses
 - Detail listing
14. Approve imported student data monthly by deadline
15. Send reports to MDE and District Attendance Officer – included, but not limited to:
 - Student Data Discipline/Violence
 - Student Discipline
 - Discipline Incident
 - Disposition Summary
 - Incidents by Race/Gender
 - Disposition by Race/Gender
16. Train school MSIS personnel for data accuracy for state reporting
17. Provides guidance and training for district personnel regarding SIS
18. Performs additional duties as assigned and directed by Superintendent or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 25, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Executive Assistant to the Superintendent

Position Type: Non-Exempt

Reports To: Superintendent

Primary Function: To assist the Superintendent with tasks necessary for the efficient operation of the district and to complete the detail and written work relating to the Board operations and to coordinate other matters essential to the efficiency of the Board.

Minimum Qualifications:

- Ability to compose and organize board materials, minutes, and other confidential and/or legal documents.
- Ability to organize and coordinate special projects and programs,
- Working knowledge of computer systems (word, print shop, e-mail, publisher, excel, etc.).
- Ability to effectively communicate both written and orally.
- Good organizational and interpersonal skills.
- Available to work extended hours.

Major Duties and Responsibilities:

01. Assists the Superintendent in general administrative operations.
02. Coordinates and manages Partner-In-Progress program, special functions, and other public relation activities.
03. Manages the EMCC Professional Development Workforce Project.
04. Supplies information requested through questionnaires or otherwise to other school systems, teachers, colleges, and others.
05. Maintains the Superintendent's copy of the district policy manual and electronic board policies.
06. Accumulates and disseminates information about new developments in education and on the programs and activities of the district.
07. Assumes such scheduling, coordinating, budget development, and clerical functions as the Superintendent may assign.
08. Attending meetings as assigned by the Superintendent.
09. Prepares and reviews reports as assigned by the Superintendent.

10. Reports to the Superintendent any developments or problems requiring the Superintendent's awareness or action.
11. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations.
12. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form.
13. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed.
14. Places and receives telephone calls and records messages.
15. Orders and maintains supplies as needed.
16. Performs any bookkeeping tasks associated with the position.
17. Maintains a schedule of appointments and plans for conferences and interviews.
18. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with pre-determined policy.
19. Gives public notice and attends all meetings of the Board.
20. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each Board member prior to the next regular meeting of the Board.
21. Assists in the preparation of agenda setting forth all known items of business to be considered at Board meetings and delivers agenda to Board members prior to meetings.
22. Publishes all legal notices concerning district business.
23. Operates word processors, computers, calculators, copiers, and facsimile machines.
24. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 26, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Federal Programs Assistant

Position Type: Non-Exempt

Reports To: Federal Programs Director, Special Education Director, Child Nutrition Director

Primary Function: To assist the Federal Program Director with tasks for the efficient operation of the district's Federal Programs Office and to complete the detailed documentation and written work that is essential to the department's operations and efficiency.

Minimum Qualifications:

- High School Diploma or higher.
- Working knowledge of computer systems.
- Efficient use of Microsoft Word, Excel, PowerPoint, and Publisher.
- Effective oral and written communication skills.
- Excellent organizational and clerical skills.
- Ability to multi-task and manage demanding situations.
- Ability to work well with others.
- Experience in a school office setting. (Preferred)

Major Duties and Responsibilities:

01. Maintain calendar for meetings, appointments, conferences, and interviews for the assigned administrator.
02. Makes appointments, returns calls, and delivers messages as needed.
03. Keeps inventory and orders office supplies as needed.
04. Operates word processors, computers, calculators, copiers, and facsimile machines.
05. Maintains an orderly filing system of office documents.
06. Reports any development or problems requiring action or awareness of the administrator.
07. Assist in compiling information and data for reports to Mississippi's Office of Federal Programs, Special Programs and Child Nutrition Programs at Mississippi Department of Education.

08. Assist in maintaining documentation and paperwork for Homeless, Foster Care, English Language Learner, Migrant, Delinquent Students, and Parent Liaisons.
09. Maintain the files in the Title I Crate for program monitoring.
10. Assist in preparing PowerPoint presentations for training sessions with Principals, Teachers, Support Staff, Counselors, Parents, and Stakeholders
11. Work with Professional Development Coordinator to maintain all Professional Development Files, Records, and documentation for federal professional development monitoring indicators.
12. Preview brochures and flyers produced by the Public Information Officer for Federal Programs events, and sessions required for Federal Programs monitoring.
13. Maintain documentation and monitoring of after-school programs, third party contracts, summer programs, and other federally funded grants.
14. Processes and assists with procurement (quotes, requisitions, purchase orders, and bids).
15. Assist with federal programs inventory.
16. Performs additional duties as assigned and directed by the assigned administrator.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 26, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Central Office Administrative Assistant

Position Type: Non-Exempt

Reports To: Assigned Administrator

Primary Function: To assist the Assigned Administrator with tasks necessary for the efficient operation of the district and to complete the detail and written work relating to the department's operations and to coordinate other matters essential to the efficiency of the department.

Minimum Qualifications:

- High School Diploma or higher.
- Working knowledge of computer systems.
- Effective oral and written communication skills.
- Ability to multi-task and handle difficult situations.
- Good organizational and interpersonal skills.
- Ability to work well with others.
- Experience in school office setting. (Preferred)

Major Duties and Responsibilities:

01. Schedule interviews, arrange conferences, and keep a schedule of appointments for assigned Superintendent and Human Resource Director.
02. Prepares, completes, and reviews letters, correspondence, and documents needed for efficient office operation.
03. Receives and routes all incoming calls and ensures that they are directed to the appropriate person and office.
04. Operates word processors, computers, calculators, copiers, and facsimile machines.
05. Keeps inventory and orders office supplies as needed.
06. Processes and keeps records of purchase orders, budget information, and requisitions.
07. Keeps administrator calendar and schedules upcoming events and meetings.
08. Makes appointments, returns calls, and delivers messages as needed.
09. Fill in as needed in other departments due to absence of personnel, heavy workload, major projects, etc.

10. Organizes, gathers, and provides data, information and materials needed for meetings, reports, and for the daily operation of the office.
11. Maintains an orderly filing system of office documents.
12. Reports any development or problems requiring action or awareness of the administrator.
13. Performs additional duties as assigned and directed by the Assigned Administrator.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 27, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Central Office Receptionist

Position Type: Non-Exempt

Reports To: Human Resources Director

Primary Function: To contribute to effective school-public relations by prompt and courteous handling of all inquiries and visitors.

Minimum Qualifications:

- High School Diploma or higher.
- Working knowledge of computer systems.
- Effective oral and written communication skills.
- Ability to multi-task and handle difficult situations.
- Good organizational and interpersonal skills.
- Ability to work well with others.

Major Duties and Responsibilities:

01. Greets all visitors courteously, determines their needs, checks appointments, and directs them to appropriate location and/or person.
02. Professionally answers the switchboard and answers questions or transfers calls to the appropriate department and/or person.
03. Maintains an attractive reception area.
04. Reports immediately the presence of any visitor who bypasses the reception desk or any suspicious activity on the part of the visitor.
05. Sorts internal and external mail for distribution.
06. Opens all invoices delivered through the postal mail and stamps the appropriate received date before submitting invoices to the accounts payable clerk.
07. Prepares all outgoing mail for postal delivery and takes items to the post office each afternoon.
08. Accepts delivery of all incoming packages and notifies the appropriate personnel of their arrival.
09. Monitors the fax machine and notifies appropriate personnel of incoming faxes.
10. Distributes documents or information packets as directed.
11. Monitors the breakroom including the vending machines, postal meter, etc.

12. Inputs IT/MIS repair tickets into the Access database as requested.
13. Maintains an orderly filing system of office documents and room reservation calendar.
14. Performs additional duties as assigned and directed by the Human Resources Director.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 27, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Building Level Clerical

Position Type: Non-Exempt

Reports To: Principal or Designee

Primary Function: To perform assigned clerical duties that promote a positive and effective office climate of the school.

Minimum Qualifications:

- High School Diploma or higher.
- Working knowledge of computer systems.
- Effective oral and written communication skills.
- Ability to multi-task and handle difficult situations.
- Good organizational and interpersonal skills.
- Ability to adapt to changing situations and work well with others.

Major Duties and Responsibilities:

01. Performs usual office routines, including sorting and boxing mail, maintain office calendar for school events, issue tardy and admit slips, etc.
02. Maintains accurate student records for discipline, tardiness, and other necessary MSIS (Mississippi Student Information System) data, student attendance and ADA reports, and cumulative folders.
03. Receives and routes all incoming calls to the appropriate person. Mails any written correspondence including Due Process forms, letters, memos, purchase orders, etc.
04. Assists teachers in preparing instructional materials as designated by the principal or their designee.
05. Maintains appropriate sign-in and sign-out logs for visitors, teachers, substitutes, etc.
06. Receipts funds submitted to the schools for various activities and makes regular deposits. Prepare a monthly activity report for all deposits and submit it to the Business Office by the prescribed deadline.
07. Collects building staff leave forms and monitors timesheets for correct reporting. Prepares and submits clean timesheets and payroll reports to the Business Office by prescribed deadline.
08. Collects and compiles appropriate building requisitions with required documentation before entering the request into the accounting software system for further approval. Orders items or services, as directed, from approved purchase orders. Once invoices are received, compiles all required documentation and submits it to the Business Office by prescribed deadline.

09. Processes and keeps record of purchase orders as directed by the Principal or Designee. Monitors outstanding purchase order to keep records updated.
10. Operates word processors, computers, calculators, copiers, risographs, laminating machines, facsimile machines, etc. Keeps inventory and orders office supplies as needed.
11. Performs first aid on and calls parents or appropriate person(s) of injured or ill students. Dispenses medication to students, as directed by the School Nurse, and keeps appropriate records.
12. Performs additional duties as assigned and directed by the Principal or Designee.

Terms of Employment: 187, 200, 210, or 220 Days as Assigned.

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 28, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Maintenance Director

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: All District Maintenance and Grounds Personnel

Primary Function: To provide the district with efficient, dependable, quality service.

Minimum Qualifications:

- High School Diploma or higher.
- Two (2) years of college. (Preferred)
- Knowledge and experience in supervision of care of buildings and grounds.
- Computer skills. (Preferred)
- Effective oral and written communication skills.
- Ability to multi-task and handle difficult situations.
- Good organizational and interpersonal skills.
- Ability to adapt to changing situations and work well with others.

Major Duties and Responsibilities:

01. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance services and grounds requirements of the district.
02. Establishes appropriate ground-keeping and maintenance requirements for each school building and installation.
03. Directs the maintenance program in each facility to insure cleanliness and safety.
04. Ensures the standards consistent with all applicable laws are maintained.
05. Inspects all school buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
06. Conducts periodic inspections of all school facilities to ensure fire safety.
07. Establishes and maintains a high-quality program of floor care for tile and carpet.
08. Keeps informed of the latest trends, developments, and products in the areas of maintenance.
09. Prepares and administers the budget for maintenance supplies and equipment.
10. Recommends purchase of necessary equipment and supplies.

11. Receives, stores, and issues all maintenance materials, supplies, and equipment.
12. Keeps an account of all purchase orders execute and ensures accuracy tracking receipts of the purchase of supplies and equipment.
13. Organizes and implements a program of preventive maintenance and submits and tracks work orders from each location.
14. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of maintenance personnel.
15. Makes recommendations for the assignments of and termination of employment of all personnel encompassed within their area of operation.
16. Organizes and implements an orientation program on proper operation of school facilities for departmental personnel.
17. Conducts a continuing program of staff training and personnel development.
18. Coordinates vacation schedules for departmental personnel.
19. Maintains safety standards that conform with District, State, and Worker's Compensation regulations and develops a program of Preventative Safety.
20. Provides written documentation on the number of hours allocated to each school for maintenance work.
21. Provides a plan of security during working hours.
22. Develops a quality control system which allows building level administrators, central office administrators, and classroom teachers feedback on facility maintenance.
23. Performs all other duties in service to the school services or instruction.
24. Performs additional duties as assigned and directed by the Superintendent or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 29, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Technical Maintenance Worker**

Position Type: Non-Exempt

Reports To: Maintenance Director

Primary Function: To provide the district with efficient, dependable, quality service.

Minimum Qualifications:

- GED, High School Diploma, or higher. (Preferred)
- An earned Technical Certificate. (Preferred)
- Valid driver's license and good driving records. (Required)
- Possess knowledge of building hardware devices.
- Ability to multi-task and handle difficult situations.
- Ability to adapt to changing situations and work well with others.
- Other knowledge deemed as appropriate by the Maintenance Director.

Major Duties and Responsibilities:

01. Repair and maintenance of district heating, air conditioning, refrigeration equipment, etc. including, but not limited to: gas fired furnaces, large DX cooling condensers, roof top equipment, boilers, and commercial kitchen equipment.
02. General maintenance and repairs for HVAC, electrical, plumbing, etc.
03. Performs duties as assigned and directed by the Maintenance Director.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 29, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Skilled Maintenance Worker

Position Type: Non-Exempt

Reports To: Maintenance Director

Primary Function: To provide the district with efficient, dependable, quality service.

Minimum Qualifications:

- GED, High School Diploma, or higher. (Preferred)
- Valid driver's license and good driving records. (Required)
- Possess knowledge of building hardware devices.
- Four (4) years of experience or two (2) years of experience plus Technical training and knowledge of commercial kitchen equipment. (Preferred)
- Ability to work well with others.
- Other knowledge deemed as appropriate by the Maintenance Director.

Major Duties and Responsibilities:

01. Repair and maintenance of district property.
02. General maintenance such as drywall installation, wood framing, VCT and glass, minor plumbing and electrical repairs, concrete forming and finishing, etc.
03. Performs duties as assigned and directed by the Maintenance Director.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 29, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Unskilled Maintenance Worker / Groundskeeper

Position Type: Non-Exempt

Reports To: Maintenance Director

Primary Function: To provide the district with efficient, dependable, quality service.

Minimum Qualifications:

- Groundskeeping experience. (Preferred)
- Valid driver's license and good driving records. (Required)
- Possess knowledge of building hardware devices.
- Ability to maintain lawn and grounds care.
- Ability to assist with general maintenance duties and minor repairs.
- Ability to work well with others.
- Other knowledge deemed as appropriate by the Maintenance Director.

Major Duties and Responsibilities:

01. Repair and maintenance of district property.
02. Maintain lawns and grounds care at the location such as cutting grass, weed eating and edging, maintain shrubs and flower beds, and make minor repairs such as fencing, signs, street markings, etc.
03. Performs duties as assigned and directed by the Maintenance Director.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 29, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Custodial Director

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: All District Custodial Personnel

Primary Function: To provide the district with efficient, dependable, quality service.

Minimum Qualifications:

- High School Diploma or higher.
- Two (2) years of college. (Preferred)
- Knowledge and experience in supervision of care of buildings and grounds.
- Computer skills. (Preferred)
- Effective oral and written communication skills.
- Ability to multi-task and handle difficult situations.
- Good organizational and interpersonal skills.
- Ability to adapt to changing situations and work well with others.

Major Duties and Responsibilities:

01. Assumes responsibility for the comprehensive overall planning and scheduling of custodial service requirements of the district.
02. Establishes appropriate custodial and related security requirements for each school building and installation.
03. Directs the custodial program in each facility to insure cleanliness and safety.
04. Ensures the standards consistent with all applicable laws are maintained.
05. Inspects all school buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
06. Conducts periodic inspections of all school facilities to ensure fire safety.
07. Establishes and maintains a high-quality program of floor care for tile and carpet.
08. Keeps informed of the latest trends, developments, and products in the custodial areas.
09. Prepares and administers the budget for custodial supplies and equipment.
10. Recommends purchase of necessary equipment and supplies.

11. Receives, stores, and issues all custodial materials, supplies, and equipment.
12. Keeps an account of all purchase orders execute and ensures accuracy tracking receipts of the purchase of supplies and equipment.
13. Organizes and implements a program of preventive maintenance and submits and tracks work orders from each location.
14. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial personnel.
15. Makes recommendations for the assignments of and termination of employment of all personnel encompassed within their area of operation.
16. Organizes and implements an orientation program on proper operation of school facilities for departmental personnel.
17. Conducts a continuing program of staff training and personnel development.
18. Coordinates vacation schedules for departmental personnel.
19. Maintains safety standards that conform with District, State, and Worker's Compensation regulations and develops a program of Preventative Safety.
20. Provides written documentation on the number of hours allocated to each school for custodial work.
21. Provides a plan of security during cleaning hours.
22. Develops a quality control system which allows building level administrators, central office administrators, and classroom teachers feedback on facility appearance.
23. Performs additional duties as assigned and directed by the Superintendent or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 30, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Head Custodian

Position Type: Non-Exempt

Reports To: Custodial Director and Building Administrators

Supervises: Site Custodial Personnel

Primary Function: To provide the district with efficient, dependable, quality service.

Minimum Qualifications:

- Reading comprehension skills for reading cleaning instructions and basic arithmetic skills.
- Coordination skills.
- Equipment selection skills.
- Oral comprehension skills to follow verbal cleaning instructions.
- Manual dexterity, flexibility, and trunk strength when moving heavy furniture, lifting, and arranging things.
- Know how to clean thoroughly and efficiently.
- Know how to safely use cleaning agents.
- Know how to operate and maintain cleaning equipment, such as wet and dry vacuums, polishers, and buffers.

Major Duties and Responsibilities:

01. Keeping buildings clean and in an orderly condition by sweeping, mopping, vacuuming, and dusting daily and as needed.
02. Perform heavy cleaning duties, such as washing walls and windows, shampooing rugs, cleaning floors, removing rubbish, and performing routine maintenance activities.
03. Notifies management of repairs needed, tend to furnace and boilers, and clean snow and other debris from sidewalks.
04. Replenish stock in bathrooms.
05. Cleaning restrooms.
06. Gathering and emptying trash.
07. Monitoring building safety and security

08. Performs additional duties as assigned and directed by the Custodial Director and Site Administrators.

09. Be prepared to do tasks like:

- a- Moving heavy furniture to reach corners or covered parts of the room.
- b- Clean laboratory equipment, such as computers and tables.
- c- Mow, water, and trim lawns and keep landscape tidy.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 30, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Custodian

Position Type: Non-Exempt

Reports To: Custodial Director, Head Custodian, and Building Administrators

Primary Function: To provide the district with efficient, dependable, quality service.

Minimum Qualifications:

- Reading comprehension skills for reading cleaning instructions and basic arithmetic skills.
- Coordination skills.
- Equipment selection skills.
- Oral comprehension skills to follow verbal cleaning instructions.
- Manual dexterity, flexibility, and trunk strength when moving heavy furniture, lifting, and arranging things.
- Know how to clean thoroughly and efficiently.
- Know how to safely use cleaning agents.
- Know how to operate and maintain cleaning equipment, such as wet and dry vacuums, polishers, and buffers.

Major Duties and Responsibilities:

01. Keeping buildings clean and in an orderly condition by sweeping, mopping, vacuuming, and dusting daily and as needed.
02. Perform heavy cleaning duties, such as washing walls and windows, shampooing rugs, cleaning floors, removing rubbish, and performing routine maintenance activities.
03. Notifies management of repairs needed, tend to furnace and boilers, and clean snow and other debris from sidewalks.
04. Replenish stock in bathrooms.
05. Cleaning restrooms.
06. Gathering and emptying trash.
07. Monitoring building safety and security
08. Performs additional duties as assigned and directed by the Custodial Director, Head Custodian, and Site Administrators.

09. Be prepared to do tasks like:

- a- Moving heavy furniture to reach corners or covered parts of the room.
- b- Clean laboratory equipment, such as computers and tables.
- c- Mow, water, and trim lawns and keep landscape tidy.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 30, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Child Nutrition Director

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: All District Child Nutrition Staff

Primary Function: To manage the district Child Nutrition Program and to provide nutritious, quality meals to our students.

Minimum Qualifications:

- An earned Bachelor's Degree or higher.
- Possesses or can obtain School Food Service Administrator (SFSA) and ServSafe Certifications.
- Experience in food service management and production.
- Specialized education and training in food service management.
- Good organizational and interpersonal skills.

Major Duties and Responsibilities:

01. Manages the District's Child Nutrition Program in accordance with the District's policies, procedures, and methods.
02. Supervises school managers and workers with principal and teachers to promote the Child Nutrition Program educational values.
03. Participates in training of Child Nutrition personnel ensuring that all meet state mandates.
04. Evaluates, interviews, and hires Child Nutrition personnel.
05. Attends required meetings at the district and state levels.
06. Assists with special functions as needed.
07. Provides computer support and assistance to building level managers.
08. Provides training to all employees as needed to meet state requirements.
09. Supervises extended day and summer feeding programs at all schools.
10. Plans and supervises the preparation and serving of menus at all schools.
11. Manages the department budget.
12. Manages and puts procedures in place to safeguard the department's fixed assets.

13. Approves all Child Nutrition Department purchases.
14. Conducts a continuing program of staff training and personnel development.
15. Performs additional duties as assigned and directed by the Superintendent or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 31, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Head Food Service Manager

Position Type: Non-Exempt

Reports To: Child Nutrition Director

Supervises: All District Child Nutrition Staff

Primary Function: To assist in the management of the district Child Nutrition Program.

Minimum Qualifications:

- Diversified experience in food service production and management with progressively more responsible positions.
- GED or High School Diploma
- Specialized education and training in food service management.
- Must pass the math-screening test prior to interview.
- Must meet qualification to be certified as a manager by the state.
- Good organizational and interpersonal skills.
- Must have a ServSafe Certification per MDE.

Major Duties and Responsibilities:

01. Assists in managing the District's Child Nutrition Program in accordance with school district's policies, procedures, and methods.
02. Cooperates with individual school managers, principals, and teachers to promote the Child Nutrition Program educational values.
03. Participates in training Child Nutrition personnel.
04. Assists in evaluating Child Nutrition personnel.
05. Attend required meetings at the district and state level.
06. Substitutes as a manager at individual schools as needed.
07. Assist in special functions as needed.
08. Provide computer support assistance to building level managers.
09. Provide training to all cashiers.
10. Assist with extended day programs and ICS Program at all schools.

11. Assist with monthly menus and publications.
12. Work with summer feeding program.
13. Check and enter food orders weekly or when needed.
14. Check and verify daily deposits.
15. Performs additional duties as assigned and directed by the Child Nutrition Director.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 31, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Child Nutrition Cafeteria Site Manager

Position Type: Non-Exempt

Reports To: Child Nutrition Director

Supervises: All Cafeteria Site Personnel

Primary Function: To provide the District with safe, efficient, dependable, quality food service.

Minimum Qualifications:

- GED or High School Diploma.
 - Trained in proper food handling procedures.
 - Experienced with commercial cooking equipment.
 - Ability to meet qualification of be certified as a manager with the state.
 - Good organizational and interpersonal skills.
 - Must have ServSafe Certification per MDE.
-

Major Duties and Responsibilities:

01. Assists in managing the District's Child Nutrition Program in accordance with school district's policies, procedures, and methods.
02. Cooperates with school principals and teachers to promote the Child Nutrition Program educational values.
03. Knowledge of the methods and practices of food preparation and service.
04. Knowledge of the hazards to health in food preparation and service and of necessary precautionary measures.
05. Knowledge of the care and use of food service equipment and kitchen utensils.
06. Supervises and acts in the preparation of meals, serving of food, and cleaning facilities.
07. Supervises and instructs Child Nutrition site personnel.
08. Participates in training Child Nutrition site personnel.
09. Assists in evaluating Child Nutrition site personnel.
10. Attend required meetings at the district and state level.
11. Assist in special functions as needed.
12. Assists in training all cashiers and operates the cash register as needed.

13. Ability to work long hours while standing.
14. Ability to establish and maintain effective working relationships with employees and patrons of the Child Nutrition units.
15. Checks and verifies food inventory and places food orders with District Office weekly or when needed.
16. Completes Red-Book entries daily.
17. Check and verify daily deposits and reports.
18. Performs additional duties as assigned and directed by the Child Nutrition Director.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 31, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Child Nutrition Cafeteria Satellite Manager

Position Type: Non-Exempt

Reports To: Child Nutrition Director

Supervises: All Cafeteria Site Personnel

Primary Function: To provide the District with safe, efficient, dependable, quality food service.

Minimum Qualifications:

- GED or High School Diploma.
- Trained in proper food handling procedures.
- Experienced with commercial cooking equipment.
- Ability to meet qualification of be certified as a manager with the state.
- Good organizational and interpersonal skills.
- Must have ServSafe Certification per MDE.

Major Duties and Responsibilities:

01. Assists in managing the District's Child Nutrition Program in accordance with school district's policies, procedures, and methods.
02. Cooperates with school principals and teachers to promote the Child Nutrition Program educational values.
03. Knowledge of the methods and practices of food preparation and service.
04. Knowledge of the hazards to health in food preparation and service and of necessary precautionary measures.
05. Knowledge of the care and use of food service equipment and kitchen utensils.
06. Supervises and acts in the preparation of meals, serving of food, and cleaning facilities.
07. Supervises and instructs Child Nutrition site personnel.
08. Participates in training Child Nutrition site personnel.
09. Assists in evaluating Child Nutrition site personnel.
10. Attend required meetings at the district and state level.
11. Assist in special functions as needed.
12. Assists in training all cashiers and operates the cash register as needed.

13. Ability to work long hours while standing.
14. Ability to establish and maintain effective working relationships with employees and patrons of the Child Nutrition units.
15. Check and verify daily deposits and reports.
16. Performs additional duties as assigned and directed by the Child Nutrition Director.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 31, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Child Nutrition Cafeteria Worker

Position Type: Non-Exempt

Reports To: Child Nutrition Cafeteria Manager

Primary Function: To provide the District with safe, efficient, dependable, quality food service.

Minimum Qualifications:

- GED or High School Diploma.
 - Trained in proper food handling procedures.
 - Experienced with commercial cooking equipment.
-

Major Duties and Responsibilities:

01. Knowledge of the methods and practices of food preparation and service.
 02. Knowledge of the hazards to health in food preparation and service and of necessary precautionary measures.
 03. Knowledge of the care and use of food service equipment and kitchen utensils.
 04. Prepares meals, serves food, and cleans facilities as directed.
 05. Attending required meetings and assist in special functions as needed.
 06. May operate the cash register as needed.
 07. Ability to work long hours while standing.
 08. Ability to establish and maintain effective working relationships with employees and patrons of the Child Nutrition units.
 09. Performs additional duties as assigned and directed by the Cafeteria Manager.
-

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 31, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Security Chief

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: All District Security Staff

Primary Function: To help provide for and ensure the security and protection of all students, staff, and property.

Minimum Qualifications:

- A High School Diploma or equivalent.
- Minimum of three (3) years full time law enforcement experience.
- Excellent communication skills, oral and written.
- Supervisory experience.
- Ability to follow oral and written instructions.
- Ability to handle effectively and courteously with associates, students, and the public.
- Must be available for professional development as needed.
- Must have a satisfactory criminal background screening and child abuse registry check.

Major Duties and Responsibilities:

01. Supervises security staff through assigning shifts and areas of patrol. Maintains constant contact with security staff and school administration.
02. Maintains a check on persons and vehicles entering and leaving school property and keeps a record of calls/incidents relative to security issues.
03. Inspects all guards on duty and tours the various posts, keeping alert for suspect and/or hazardous conditions.
04. Assist with the development and implementation of an emergency action plan, as necessary.
05. Prepares written reports for the Superintendent or Designee and school principals on any incident of personal injury, accident, or damaged property.
06. Serves as an instructor in in-service training programs for security staff, concentrating on investigative detection, self-protection, and related techniques.
07. Assists in the evaluation of guard personnel and of routine security staff procedures.

- 08. Approves all Security purchases.
- 09. Performs additional duties as assigned and directed by the Superintendent or Designee.

Terms of Employment: 233 Days
Evaluation: Subject to provisions of School Board policies on performance evaluations.
Salary: Salary Schedule 32, based on experience

Received by: _____ Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Security Chief

Position Type: Non-Exempt

Reports To: Security Chief and Superintendent or Designee

Supervises: Students

Primary Function: To help provide for and ensure the security and protection of all students, staff, and property.

Minimum Qualifications:

- A High School Diploma or equivalent.
- Minimum of three (3) years full-time law enforcement experience.
- Excellent communication skills, oral and written.
- Supervisory experience.
- Ability to follow oral and written instructions.
- Ability to handle effectively and courteously with associates, students, and the public.
- Must be available for professional development, as needed.
- Must not currently be or have been, within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of Class B misdemeanor or above.
- May not have been convicted of an offense of the grade of a Class B misdemeanor or about within the last ten (10) years.
- May not have been, at any time, convicted of felony offense or any family violence offense.

Major Duties and Responsibilities:

01. Mans assigned shifts and areas of patrol. Maintains constant contact with Security Chief and school administration.
02. Maintains a check on persons and vehicles entering and leaving school property and keeps a record of calls/incidents relative to security issues.
03. Remains alert for suspect and/or hazardous conditions.
04. Implementation of an emergency action plan, as necessary.
05. Prepares written reports for the Security Chief on any incident of personal injury, accident, or damaged property.

- 06. Participates in in-service training programs for security staff, concentrating on investigative detection, self-protection, and related techniques.
- 07. Submits to evaluation of security personnel and of routine security procedures.
- 08. Acts in the supervisory role in the absence of the Security Chief.
- 09. Performs additional duties as assigned and directed by the Security Chief and Superintendent or Designee.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 32, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: School Resource Officer/Campus Enforcement Officer

Position Type: Non-Exempt

Reports To: Security Chief and Assistant Superintendent of District and School Operations

Supervises: Students

Primary Function: To help provide for and ensure the security and protection of all students, staff, and property.

Minimum Qualifications:

- A High School Diploma or equivalent.
- Excellent communication skills, oral and written.
- Minimum of three (3) years full-time law enforcement experience.
- Ability to follow oral and written instructions.
- Ability to handle effectively and courteously with associates, students, and the public.
- Must be available for professional development, as needed.
- Must not currently be or have been, within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of Class B misdemeanor or above.
- May not have been convicted of an offense of the grade of a Class B misdemeanor or about within the last ten (10) years.
- May not have been, at any time, convicted of felony offense or any family violence offense.

Major Duties and Responsibilities:

01. Mans assigned shifts and areas of patrol. Maintains constant contact with Security Chief and school administration.
02. Maintains a check on persons and vehicles entering and leaving school property and keeps a record of calls/incidents relative to security issues.
03. Remains alert for suspect and/or hazardous conditions.
04. Implementation of an emergency action plan, as necessary.
05. Prepares written reports for the Security Chief on any incident of personal injury, accident, or damaged property.

- 06. Participates in in-service training programs for security staff, concentrating on investigative detection, self-protection, and related techniques.
- 07. Submits to evaluation of security personnel and of routine security procedures.
- 08. Maintains qualification with issued weapon, as needed.
- 09. Performs additional duties as assigned and directed by the Security Chief and Superintendent or Designee.

Terms of Employment: School Resource Officer-187 Days

Terms of Employment: Campus Enforcement Officer-181 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 32, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: School Safety Officer

Position Type: Non-Exempt

Reports To: Security Chief and Superintendent or Designee

Supervises: Students

Primary Function: To help provide for and ensure the security and protection of all students, staff, and property.

Minimum Qualifications:

- A High School Diploma or equivalent.
- Excellent communication skills, oral and written.
- Ability to follow oral and written instructions.
- Ability to handle effectively and courteously with associates, students, and the public.
- Must be available for professional development, as needed.
- Must have a satisfactory criminal background screening and child abuse registry check.

Major Duties and Responsibilities:

01. Mans assigned shifts and areas of patrol. Maintains constant contact with Security Chief and school administration.
 02. Maintains a check on persons and vehicles entering and leaving school property and keeps a record of calls/incidents relative to security issues.
 03. Remains alert for suspect and/or hazardous conditions.
 04. Implementation of an emergency action plan, as necessary.
 05. Prepares written reports for the Security Chief on any incident of personal injury, accident, or damaged property.
 06. Participates in in-service training programs for security staff, concentrating on investigative detection, self-protection, and related techniques.
 07. Submits to evaluation of security personnel and of routine security procedures.
 08. Performs additional duties as assigned and directed by the Security Chief and Superintendent or Designee.
-

Terms of Employment: 181 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 32, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Transportation Director**

Position Type: Exempt

Reports To: Superintendent or Designee

Supervises: Transportation Staff

Primary Function: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular activities offered by the district.

Minimum Qualifications:

- A High School Diploma or equivalent, College coursework is preferred.
- Must poses or be able to obtain a Commercial Driver License with proper endorsements
- Excellent communication skills, oral and written.
- Experience in fleet management.
- Supervisory experience.
- Experience in managing a budget in accordance with state and federal purchasing laws. (Preferred)

Major Duties and Responsibilities:

01. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
02. Assists and/or coordinates with the development of policies and procedures, system upgrades and implementations and departmental staffing changes.
03. Recruits, trains, and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion, and release.
04. Prepares and updates bus schedules for all public schools in the district.
05. Prepares bus routes for all public schools in the district.
06. Prepares and administers the transportation budget and approves all transportation purchases.
07. Coordinates and prepares for annual state bus inspections.
08. Coordinates with local municipalities and agencies to improve student walkways, road conditions, and other safety related issues in the district.
09. Conforms with all state laws and regulations regarding school transportation.

10. Performs road checks during periods of inclement weather.
11. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventative safety.
12. Submits all reports required by state authorities.
13. Acts as a liaison with parents for complaints and special requests.
14. Establishes and maintains positive customer relationships with parents, schools, and departments. Coordinates with transportation department staff, schools, and customers on start of school protocols and resolves concerns.
15. Ensures all transportation vehicles are safe to operate and road ready.
16. Performs additional duties as assigned and directed by the Superintendent or Designee.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 33, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Transportation Shop Mechanic

Position Type: Non-Exempt

Reports To: Transportation Director

Supervises: Transportation Shop Mechanic Assistants

Primary Function: To maintain the day-to-day safety and efficiency of the district's transportation fleet.

Minimum Qualifications:

- A High School Diploma or equivalent.
- A satisfactory driving record.
- A satisfactory work record.
- Valid Mississippi Class B Commercial Driver's License with a "P" endorsement.
- Knowledge and experience of performing gas and diesel engine tune-ups, complete engine overhauls, general mechanics, and other related duties.
- Experience in body repair of large vehicles.
- Must be insurable by district insurance carrier.
- Must be physically able to lift heavy objects.
- Must be able to communicate effectively with school bus drivers.
- Must be ASE certified or be willing to obtain ASE certification in various areas of expertise.

Major Duties and Responsibilities:

01. Perform major and minor motor repairs and replacement work on school buses, cars, trucks, and other district equipment.
02. Performance of body repairs, including minor body work, painting, glass, and seat repairs.
03. Replace valves and seat grinding.
04. Braze and weld metals, as needed.
05. Install rings and bearings and effects proper adjustments.
06. Overhauls and repairs carburetors and clutches.
07. Tune motors using standard testing equipment, clean and replace spark plugs, and install radiator hoses.
08. Repair transmission, differentials, front and rear axle assemblies.

09. 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 alignments of wheels.
13. Maintains shop area, facilities, and tools in a clean, safe condition.
14. Ensures proper disposal of oils, fluid, and tires to meet EPA requirements.
15. Drive any bus route that may be required as assigned by the Transportation Director.
16. Performs additional duties as assigned and directed by the Transportation Director.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 33, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Transportation Shop Mechanic Assistant

Position Type: Non-Exempt

Reports To: Transportation Director and Shop Mechanic

Primary Function: To assist in maintaining the day-to-day safety and efficiency of the district's transportation fleet.

Minimum Qualifications:

- A High School Diploma or equivalent.
- A satisfactory work record.
- Knowledge and experience performing routine automotive maintenance tasks and minor repairs.
- Must be physically able to lift heavy objects.
- Must be able to communicate effectively with school bus drivers and shop mechanics.

Major Duties and Responsibilities:

01. Assists mechanic with major repairing of automobiles, buses, trucks, and other automotive vehicles.
02. Assists with removal and disassembly of units, such as engine, transmission, or differential.
03. Performs inspections, minor vehicle repairs, and routine maintenance work on school buses, cars, trucks, and other district equipment.
04. Performs minor body repair, cleans units with prescribed solvent, and lubricates and washes vehicles.
05. Maintain shop area, facilities, and tools in a clean, safe condition.
06. Performs additional duties as assigned and directed by the Transportation Director and/or Shop Mechanic.

Terms of Employment: 233 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 33, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Bus Driver

Position Type: Non-Exempt

Reports To: Transportation Director

Primary Function: To transport students safely and efficiently.

Minimum Qualifications:

- An earned High School Diploma or equivalent.
- Must be a minimum of twenty-one (21) years of age.
- A satisfactory driving record includes no more than two (2) traffic violations in the past three (3) years.
- A satisfactory employment record.
- Currently possesses or is willing to obtain a Class B Commercial Driver's License with a "P" and "S" endorsement.
- Must be able to pass all training required by the school district and the Mississippi Department of Education.
- Must pass a police background records check.
- Must be insurable by the local district insurance carrier.
- Must be able to perform preventative maintenance checks.
- Have no known medical history or clinical diagnosis of any condition that could be detrimental to the safety of the students that will be transported.
- Must be willing to submit to and pass random or scheduled drug screenings.
- Must be willing to submit to a Department of Transportation "physical" examination.

Major Duties and Responsibilities:

01. Obey all traffic laws.
02. Maintain discipline and safety, within the legal limits, while students are on the bus.
03. Keep assigned bus clean at all times.
04. Transport only authorized students and staff.
05. Pick up and discharge students at authorized bus stops only.
06. Notify the proper personnel in the event of a mechanical failure.
07. Report all accidents and complete the required reports immediately.

08. Operate the school bus on an assigned schedule daily, never departing the bus stop early.
09. Perform a minimum of two (2) school bus evacuation drills each school term, using appropriate emergency procedures.
10. Attend a minimum of two (2) hours, yet all assigned, in-service training each semester.
11. Perform pre-trip and post-trip inspections of the bus.
12. Performs additional duties as assigned and directed by the Transportation Director.

Terms of Employment: 180 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 33, based on experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Bus Aide / Monitor

Position Type: Non-Exempt

Reports To: Transportation Director

Primary Function: To support the safe and efficient transportation of students.

Minimum Qualifications:

- A High School Diploma or equivalent.
- Must be a minimum of eighteen (18) years of age.
- A satisfactory employment record.
- Must be able to pass all training required by the school district and the Mississippi Department of Education.
- Must pass a police background records check.

Major Duties and Responsibilities:

01. Provide support on the school bus to ensure the care and safety of all passengers, which may include developmentally and/or physically challenged students.
02. Guide passengers to proper seats.
03. Complete incident reports and other related paperwork as needed.
04. Maintain discipline and safety, within the legal limits, while students are on the bus.
05. Assist in keeping assigned bus clean at all times.
06. Attend any required training.
07. Performs additional duties as assigned and directed by the Transportation Director.

Terms of Employment: 180 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 33, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator / Sponsor - Supplemental

Position Type: Exempt

Reports To: Superintendent, School Principal, Director, or Designee

Primary Function: To coordinate staff or activities to reach the stated goal of the activity, program, or event(s).

Minimum Qualifications:

- Possess a combination of experience and knowledge of the activity, program, or event.
- Such characteristics or other qualifications as the School Board and Superintendent may find appropriate and acceptable.
- Ability to effectively communicate both written and orally.

Major Duties and Responsibilities:

01. Establishes goals and objectives for the activity, program, or event.
02. Maintains accurate files and records to properly document activities.
03. Performs duties or additional duties as assigned and directed by the assigned Supervisor.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Head Coach - Supplemental

Position Type: Exempt

Reports To: Athletic Director and School Principal

Supervises: Athletic Assistant Coaches and Students (K-12)

Primary Function: To provide leadership and to teach skills to ensure that each player will be the best player they can be. To seek to improve their own coaching methods by attending in-service training programs and coaching clinics. To strive to teach self-discipline, good character, pride, self-respect, honesty, responsibility, morals, and dedication.

Minimum Qualifications:

- An earned, proper certification by the State Department of Education.
- Knowledge of the sport they are coaching.
- Possesses ability to effectively communicate with parents, public, coworkers, and administration.
- Other qualifications may be set by the School Board and Superintendent.

The Columbus Municipal School District provides extra-curricular activities and programs in accordance with all rules, policies, and procedures established by the National Federation, Mississippi High School Athletic Association (MHSAA), and Mississippi State Department of Education. The following general and specific job functions support this statement.

Major Duties and Responsibilities:

01. Has thorough knowledge of athletic policies approved by the school board and is responsible for implementation of those policies, including those presented in the policies and procedures manual of the district, student handbook, and the athletic handbook.
02. Has knowledge of the existing system, Mississippi High School Activities Association regulations and consistently interprets and implements for the staff.
03. Understands the proper administrative line of command and refers to all student and parent requests or grievances through the proper channels.
04. Is aware of public, staff, or departmental meetings that require attendance.

05. Maintains discipline and works to increase morale and cooperation within the school sports program.

06. Staff Responsibilities:

- a- Trains and informs staff, encourages professional growth by encouraging clinic attendance and in-service programs.
- b- Delegates specific duties, supervises implementation, analyzes staff effectiveness, and evaluates assistants using proper documentation.
- c- Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.

07. Administrative Duties:

- a- Assists the Athletic Director in scheduling.
- b- Requests transportation through the Transportation Director.
- c- Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
- d- Provides proper safeguards for maintenance and protection of assigned equipment sites and sends written work requests to the Athletic Director.
- e- Supervises practices, locker rooms, and transportation.
- f- Develops sound relations with new media and booster clubs.

08. Student Responsibilities:

- a- Provides training, rules, and any other unique relations of the sport to athletes, parents, and Athletic Director.
- b- Monitors a student athlete's grades and conduct.
- c- Is informed about policies concerning injuries, medical attention, and insurance; completes paperwork on disabling athletic injuries on proper forms and submits to the proper personnel.
- d- Directs student managers, assistants, and statisticians.
- e- Determines discipline and contacts parents if student becomes ineligible or if the student is dropped from the team.
- f- Assists student athletes in securing information concerning scholarships or financial aid.
- g- Has an emergency plan of action concerning emergency injury situations both at home and on the road.
- h- Strictly adheres to safety procedures at all times.
- i- Is accountable for all equipment, issues, stores, and sends completed inventory forms to the Athletic Director.
- j- Properly marks all equipment.
- k- Refrains from the use of profanity and tobacco while coaching.
- l- Monitors locker rooms and supervises all practices.
- m- Cooperates and communicates with parents during the entire season.

- n- Directs parental grievances to the Athletic Director.
- o- Makes facilities available to student athletes as necessary for a successful program.

09. Performance Duties:

a- Planning:

- Confers with assistant coaches to plan and organize coaching techniques and methods.
- Organizes practice to cover all basic game conditions.
- Organizes duties of assistant coaches and assigns responsibilities.
- Informs staff of their duties and responsibilities.

b- Teaching and Coaching:

- Has pride in their coaching.
- Recruits' players to participate and works to keep them involved.
- Teaches team discipline.

c- High School and Middle School Relationships:

- Develops mutual respect between the other coaches and their staff.
- Realizes that the success of the program depends in part on middle school programs.
- Ensures that professional knowledge is shared with all coaches.
- Requires cooperation by all coaches.
- Participates in in-service programs and coaching clinics provided by all coaches and staff.

10. Performs additional duties as assigned and directed by the Athletic Director.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Coach - Supplemental

Position Type: Exempt

Reports To: Athletic Director, School Principal, and Head Coach

Supervises: Students (K-12)

Primary Function: To apply leadership and to teach skills to ensure that each player will be the best player they can be. To seek to improve their own coaching methods by attending in-service training programs and coaching clinics. To strive to teach self-discipline, good character, pride, self-respect, honesty, responsibility, morals, and dedication.

Minimum Qualifications:

- An earned, proper certification by the State Department of Education.
- Knowledge of the sport they are coaching.
- Possesses ability to effectively communicate with parents, public, coworkers, and administration.
- Other qualifications may be set by the School Board and Superintendent.

The Columbus Municipal School District provides extra-curricular activities and programs in accordance with all rules, policies, and procedures established by the National Federation, Mississippi High School Athletic Association (MHSAA), and Mississippi State Department of Education. The following general and specific job functions support this statement.

Major Duties and Responsibilities:

01. Has thorough knowledge of athletic policies approved by the school board and is responsible for implementation of those policies, including those presented in the policies and procedures manual of the district, student handbook, and the athletic handbook.
02. Has knowledge of the existing system, Mississippi High School Activities Association regulations and consistently interprets and implements for the staff.
03. Understands the proper administrative line of command and refers to all student and parent requests or grievances through the proper channels.
04. Is aware of public, staff, or departmental meetings that require attendance.

05. Supports maintaining discipline and works to increase morale and cooperation within the school sports program.

06. Staff Responsibilities:

- a- Supports the head coach with delegation of specific duties, supervises implementation, analyzes staff effectiveness, and evaluates assistants using proper documentation.
- b- Works with the head coach to establish the fundamental philosophy, skills, and techniques to be taught by the staff.

07. Administrative Duties:

- a- Assists the Athletic Director and Head Coach in scheduling.
- b- Requests transportation through the Transportation Director.
- c- Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
- d- Provides proper safeguards for maintenance and protection of assigned equipment sites and sends written work requests to the Athletic Director.
- e- In the absence of the Head Coach, supervises practices, locker rooms, and transportation.

08. Student Responsibilities:

- a- Provides training rules and any other unique relations of the sport to athletes, parents, and Athletic Director.
- b- Monitors a student athlete's grades and conduct.
- c- Is informed about policies concerning injuries, medical attention, and insurance; completes paperwork on disabling athletic injuries on proper forms and submits to the proper personnel.
- d- Directs student managers, assistants, and statisticians.
- e- Assists student athletes in securing information concerning scholarships or financial aid.
- f- Strictly adheres to safety procedures at all times.
- g- Refrains from the use of profanity and tobacco while coaching.
- h- Cooperates and communicates with parents during the entire season.
- i- Makes facilities available to student athletes as necessary for a successful program.

09. Performance Duties:

- a- Planning:
 - Supports Head Coach in conferring with assistant coaches to plan and organize coaching techniques and methods.
 - Supports organizes duties of assistant coaches and assigns responsibilities.
- b- Teaching and Coaching:
 - Has pride in their coaching.
 - Recruits' players to participate and works to keep them involved.

- Teaches team discipline.

c- High School and Middle School Relationships:

- Develops mutual respect between the other coaches and their staff.
- Realizes that the success of the program depends in part on middle school programs.
- Ensures that professional knowledge is shared with all coaches.
- Requires cooperation by all coaches.
- Participates in in-service programs and coaching clinics provided by all coaches and staff.

10. Performs additional duties as assigned and directed by the Athletic Director and Head Coach.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: **Choir Director - Supplemental**

Position Type: Exempt

Reports To: School Principal

Supervises: Students (K-12)

Primary Function: To develop in each pupil an appreciation of the art of music as part of a general culture, to teach techniques of vocal music expression, to discover and develop talents of pupils in the field of music, and to develop knowledge and skills in listening to and reading music.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- A valid Mississippi Teacher's License with Proper Endorsement.
- Experience as a School Choir Director or a minimum of four (4) years in High School Choral Programs.
- Such other qualifications as may be set by the School Board and Superintendent.

Major Duties and Responsibilities:

01. Teaches skills in music appreciation, harmony, and explorations in music, and in vocal music to students. Uses the course of study adopted by the Board of Education and other appropriate learning activities.
02. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
03. Plans a balanced choral program and organizes daily class time so that preparations, rehearsal, and instruction can be accomplished within the allotted time.
04. Provides individual and small-group instruction to adapt the curriculum to the needs of each pupil.
05. Uses repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
06. Controls the storage and use of school owned property and makes minor adjustments and requests repairs to equipment as required.
07. Provides necessary guidance and direction to instruct students in achieving the correct tone, pitch, rhythm, tempo, and harmony. Teaches voice control techniques.

08. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals, and vocal performances.
09. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
10. Plans, rehearses, and directs pupils in vocal programs for school and community.
11. Selects and requisitions instructional materials and aids.
12. Communicates with parents and school counselors on pupil progress.
13. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
14. Cooperates with school administration in providing musical programs for school productions, graduation ceremonies, and civic functions.
15. Supervises pupils in out-of-classroom activities as assigned.
16. Participates in curriculum and other developmental programs.
17. Maintains professional competence through in-service education provided by the district and self-selected professional growth activities related to music.
18. Performs additional duties as assigned and directed by the School Principal.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Band Director - Supplemental

Position Type: Exempt

Reports To: School Principal

Supervises: Students (K-12)

Primary Function: To develop in each pupil an appreciation of the art of music as part of a general culture, to teach techniques of instrumental music expression, to discover and develop talents of pupils in the field of music, and to develop knowledge and skills in listening to and reading music.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- A valid Mississippi Teacher's License with Proper Endorsement.
- Experience as a School Band Director or a minimum of four (4) years in High School Band Programs.
- Such other qualifications as may be set by the School Board and Superintendent.

Major Duties and Responsibilities:

01. Teaches skills in music appreciation, harmony, and explorations in music, and in instrumental music to students. Uses the course of study adopted by the Board of Education and other appropriate learning activities.
02. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
03. Plans a balanced band program and organizes daily class time so that preparations, rehearsal, and instruction can be accomplished within the allotted time.
04. Provides individual and small-group instruction to adapt the curriculum to the needs of each pupil.
05. Uses repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
06. Controls the storage and use of school owned property and makes minor adjustments and requests repairs to equipment as required.
07. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.

08. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
09. Plans, rehearses, and directs pupils in musical programs for school and community.
10. Selects and requisitions books, musical instruments, and instructional materials and aids, and maintains required inventory records.
11. Communicates with parents and school counselors on pupil progress.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Cooperates with school administration in providing musical programs for school productions, graduation ceremonies, and civic functions.
14. Supervises pupils in out-of-classroom activities as assigned.
15. Participates in curriculum and other developmental programs.
16. Maintains professional competence through in-service education provided by the district and self-selected professional growth activities related to music.
17. Performs additional duties as assigned and directed by the School Principal.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Band Director - Supplemental

Position Type: Exempt

Reports To: School Principal and Band Director

Supervises: Students (K-12)

Primary Function: To develop in each pupil an appreciation of the art of music as part of a general culture, to teach techniques of instrumental music expression, to discover and develop talents of pupils in the field of music, and to develop knowledge and skills in listening to and reading music.

Minimum Qualifications:

- An earned Bachelor's Degree (A) or higher.
- A valid Mississippi Teacher's License with Proper Endorsement.
- Jazz, woodwind, and/or percussion experience. (Preferred)
- Such other qualifications as may be set by the School Board and Superintendent.

Major Duties and Responsibilities:

01. Teaches skills in music appreciation, harmony, and explorations in music, and in instrumental music to students. Uses the course of study adopted by the Board of Education and other appropriate learning activities.
02. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
03. Plans a balanced band program and organizes daily class time so that preparations, rehearsal, and instruction can be accomplished within the allotted time.
04. Provides individual and small-group instruction to adapt the curriculum to the needs of each pupil.
05. Uses repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
06. Controls the storage and use of school owned property and makes minor adjustments and requests repairs to equipment as required.
07. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals, and musical performances.

08. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
09. Plans, rehearses, and directs pupils in musical programs for school and community.
10. Selects and requisitions books, musical instruments, and instructional materials and aids, and maintains required inventory records.
11. Communicates with parents and school counselors on pupil progress.
12. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Cooperates with school administration in providing musical programs for school productions, graduation ceremonies, and civic functions.
14. Supervises pupils in out-of-classroom activities as assigned.
15. Participates in faculty committees and sponsorship of pupil activities.
16. Maintains professional competence through in-service education provided by the district and self-selected professional growth activities related to music.
17. Performs additional duties as assigned and directed by the School Principal and Band Director.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:	Parent Literacy Liaison - Supplemental
Position Type:	Exempt
Reports To:	School Principal, Superintendent, and/or Designee
Supervises:	Students (K-12)
Primary Function:	Under the direction of the Principal or another assigned supervisor, serve as a liaison between teachers, parents, students, support staff, and the community regarding educational programs, services, and student issues in areas such as attendance, academics, behavior, and health; provide related outreach, support, and guidance services. To coach and mentor parents to become knowledgeable members of the academic team and to work collaboratively with teachers, principals, and the community, as well as community agencies to provide students and families with academic and non-academic resources and services that increase family engagement in education and improve student achievement.

Minimum Qualifications:

- Current Qualified Personnel with evidence of time to carry out responsibilities. (Preferably without other duties)
- A valid Mississippi Teacher's License.
- Any combination equivalent to sufficient experience, training, or education to demonstrate the knowledge and abilities to work with students, families, and the community in a social services or educational environment.
- Such other qualifications as may be set by the Superintendent.

Major Duties and Responsibilities:

01. Create and maintain a digital presence.
02. Support teachers.
03. Serve as a liaison between teachers, parents, students, support staff, and the community regarding educational programs, services, and various issues; assist in coordinating and arranging various programs and services to meet the needs of parents and students.
04. Serve as an informational resource to parents, staff, and others concerning school programs, services, attendance issues, and other matters; respond to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, processes, policies, and procedures.

05. Actively engages parents from all grade levels to volunteer in the school.
06. Conducts parent literacy sessions: two (2) monthly at the school site and one (1) monthly in the community. The community meeting will be a group effort by all Parent Literacy Liaisons.
07. Send a bi-weekly newsletter to parents.
08. Plan and implement a Parent/Community Literacy Festival.
09. Utilize the parent resource room.
10. Contact parents as needed to provide support based on teacher collaboration, student needs, and parent requests.
11. Teach standards as needed to teachers and parents for literacy focus.
12. Keep all documentation of work performed and meeting attendance.
13. Performs additional duties as assigned and directed by the School Principal, Superintendent, and/or Designee.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Elementary Visual and Performing Arts (VAPA) Coordinator - Supplemental

Position Type: Exempt

Reports To: Superintendent, Athletic Director, and/or Designee

Supervises: Students (K-12)

Primary Function: Under the general supervision of the Superintendent and Athletic Director, the CMSD Elementary VAPA Coordinator will support the implementation of and promote the district's Visual and Performing Arts programming.

Minimum Qualifications:

- Current Qualified Personnel with evidence of time to carry out responsibilities. (Preferably without other duties)
- A valid Mississippi Teacher's License.
- B.A. or higher in art, dance, music, theatre, or related degree.
- Employment of two (2) or more years as CMSD Arts Specialist.
- Experience coordinating performances/exhibits.
- Has extensive networks with the arts community.
- Excellent organization and communication skills.
- Possess a passion for the arts and a desire to have them be an integral part of the student's experience.
- Such other qualifications as may be set by the Superintendent.

Major Duties and Responsibilities:

01. Annually develops a VAPA Programming Plan and budget seeking input from elementary VAPA specialists and approval from the Superintendent, Athletic Director, and Chief Business Official.
02. Meets with the Superintendent and Athletic Director regularly to collaborate on the implementation of the arts program and discuss any personnel issues.
03. Meets with classroom teachers and/or teaching artists to identify and integrate classroom core curriculum concepts or themes, Common Core Anchor Standards, and key Visual & Performing Arts (VAPA) standards that can be utilized in arts lessons.
04. Sits, or identifies an appropriate VAPA specialist, to sit on the hiring committee for new elementary VAPA specialists.
05. Provides VAPA orientation materials to new hires.

06. Serves as the primary liaison to the CMSD Elementary VAPA Specialists PLC and works with PLC Chair in the development of meeting agendas. Presents a report to them about VAPA program activities and events at the monthly meeting.
07. Responsible for maintaining records of all CMSD-funded arts program expenditures and maintaining a balanced budget; Submits invoices to Athletic Director.
08. Reports to the Board of Trustees annually on the state of the Elementary VAPA Program.
09. Obtains materials to support the development and delivery of effective art lessons.
10. Collaborates with the Secondary Coordinator to plan, organize, supervise and host several major school events per year.
11. Collaborates with the Secondary Coordinator to curate an in-house performance series for elementary students.
12. Networks with the School & Community through participation in school staff meetings, local Arts organizations, CMSD as well as engaging with artists, performers, teachers, and administrators.
13. Works with elementary VAPA specialists and principals to conduct an annual needs assessment for VAPA personnel, courses, classrooms, performance/exhibit spaces, instructional supplies, and equipment.
14. Performs additional duties as assigned and directed by the Superintendent, Athletic Director, and/or Designee.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Secondary Visual and Performing Arts (VAPA) Coordinator - Supplemental

Position Type: Exempt

Reports To: Superintendent, Athletic Director, and/or Designee

Supervises: Students (K-12)

Primary Function: Under the general supervision of the Superintendent and Athletic Director, the CMSD Elementary VAPA Coordinator will support the implementation of and promote the district's Visual and Performing Arts programming.

Minimum Qualifications:

- Current Qualified Personnel with evidence of time to carry out responsibilities. (Preferably without other duties)
- A valid Mississippi Teacher's License.
- B.A. or higher in art, dance, music, theatre, or related degree.
- Employment of two (2) or more years as CMSD Arts Specialist.
- Experience coordinating performances/exhibits.
- Has extensive networks with the arts community.
- Excellent organization and communication skills.
- Possess a passion for the arts and a desire to have them be an integral part of the student's experience.
- Such other qualifications may be set by the Superintendent.

Major Duties and Responsibilities:

01. Annually develops a VAPA Programming Plan and budget seeking input from secondary VAPA specialists and approval from the Superintendent, Athletic Director, and Chief Business Official.
02. Meets with the Superintendent and Athletic Director regularly to collaborate on the implementation of the arts program and discuss any personnel issues.
03. Sits, or identifies an appropriate VAPA specialist, to sit on the hiring committee for new secondary VAPA specialists.
04. Provides VAPA orientation materials to new hires.
05. Serves as the primary liaison to the CMSD Secondary VAPA Specialists PLC and works with PLC Chair in the development of meeting agendas. The coordinator presents a report to them about VAPA program activities and events at the monthly meeting.

06. Responsible for maintaining records of all CMSD-funded arts program expenditures and maintaining a balanced budget; Submits invoices to Athletic Director.
07. Reports to the Board of Trustees annually on the state of the Secondary VAPA Program.
08. Obtains materials to support the development and delivery of effective art lessons.
09. Collaborates with the Elementary Coordinator to plan, organize, supervise and host several major school events per year.
10. Collaborates with the Elementary Coordinator to curate an in-house performance series for elementary students.
11. Networks with the School & Community through participation in school staff meetings, local Arts organizations, CMSD as well as engaging with artists, performers, teachers, and administrators.
12. Works with secondary VAPA specialists and principals to conduct an annual needs assessment for VAPA personnel, courses, classrooms, performance/exhibit spaces, instructional supplies, and equipment.
13. Performs additional duties as assigned and directed by the Superintendent, Athletic Director, and/or Designee.

Terms of Employment: As Assigned

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: High School Testing Coordinator

Position Type: Supplemental

Reports To: Principal

Primary Function: The High School Site Testing Coordinator will work with administration and faculty in developing, understanding, and communicating assessment protocols and schedules to generate effective responses to the school/students' needs and to ensure the best possible testing environment. This position will oversee/supervise the effective implementation of required state and district assessments.

Minimum Qualifications:

- Valid Mississippi Teaching License. (Required)
- Three (3) years of building-level experience as a teacher.
- Demonstrated ability to work cooperatively with all staff members.
- Ability to use technology effectively.
- Strong organizational skills in tracking individual student progress and data application.
- Effective interpersonal and communication skills.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Major Duties and Responsibilities:

01. Certifies ethical testing practice within the school building and provides training to staff on ethical and legal testing, test security, and data reporting procedures.
02. Manages the implementation and certification of required state and school testing.
03. Organizes, manages, and implements all standardized testing for students including training of staff, maintaining accurate and complete records, coordinating distribution and collection of secure test materials, administering tests in accordance with the established test calendar, providing and completing all test documents or reports to MDE by established deadlines.
04. Coordinates with the Special Education staff, Counselor, and Principal regarding special testing provisions for students with disabilities.
05. Complies with the state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies and local, state, and federal regulations.

- 06. Constructs and plans for all Mississippi Academic Assessment Program (MAAP) Testing, Mississippi Academic Assessment Program Alternate (MAAP-A), 4 ½ and 9-week benchmark testing, ACT, ACT WorkKeys, English Language Proficiency Test (ELPT) and ASVAB testing.
- 07. Performs such other tasks and assumes such other responsibilities as may be assigned by the principal.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 34, based on degree and experience

Received by: _____

Date: _____



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Part-Time Homeless Liaison

Position Type: Non-Exempt

Reports To: Director of Federal Programs

Primary Function: To assist the Federal Program Director with providing efficient services and support homeless students, parents, and school officials and to complete the detailed documentation and some written work that is essential to the department's homeless services.

Minimum Qualifications:

- An earned Associate Degree. (Required)
- An earned Bachelor's Degree. (Preferred)
- Working knowledge of Computers.
- Efficient use of Microsoft Word, Excel, PowerPoint, and Publisher.
- Effective oral and written communication skills.
- Excellent organizational and clerical skills.
- Ability to multi-task and handle difficult situations.
- Ability to work well with others.

Major Duties and Responsibilities:

01. Serve as the district's homeless liaison, ensuring that children students identified by the homeless coordinator are served through coordinating activities with other local agencies.
02. Works with the district's homeless coordinator to assist with documentation for students identified as homeless.
03. Ensure students in homeless situations have a full and equal opportunity to succeed in school.
04. Works with the homeless coordinator to assist with transportation, supplies, food, and other services for homeless students.
05. Ensure that families in homeless situations are informed and receive educational and related opportunities available to their children.
06. Coordinate with homeless coordinator and school personnel responsible for the education and related services to children and youth in homeless situations.
07. Attend professional development related to homelessness through the office of federal programs.

- 08.Ensure that homeless school contacts (counselors) have been trained on the homeless application process and the identification of homeless students.
- 09.Ensures to follow all FERPA laws protecting students' information.
- 10.Performs additional duties as assigned and directed by the principal or director.

Terms of Employment: 187 Days/Part-Time

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Salary Schedule 36, based on experience

Received by:

Date:



COLUMBUS MUNICIPAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Parent Liaison

Position Type: Non-Exempt

Reports To: Federal Programs Director

Supervises: Support personnel and staff members as designated by the Superintendent.

Primary Function: To assist the Federal Program Director with providing efficient services and support to parents, students, and school officials and to complete the detailed documentation and some written work that is essential to the department's Title I, Part A program obligations.

Minimum Qualifications:

- Bachelor's degree required
- Working knowledge of Computers
- Efficient use of Microsoft Word, Excel, PowerPoint, and Publisher
- Effective oral and written communication skills
- Excellent organizational and clerical skills
- Ability to multi-task and manage difficult situations
- Ability to work well with others

Knowledge, Skills, and Abilities

- Ability to effectively communicate with district personnel, schools, the community, and families
- Knowledge of resources available to both the school and community
- Ability to be flexible and adapt as needed
- Strong interpersonal and decision-making skills
- Flexible and can de-escalate potentially controversial situations
- Can work independently and in a team setting
- Attention to detail and organized

Major Duties and Responsibilities:

01. The Parent Liaison works to establish communication, relationships and maintain mutual understanding among school, community, and home.
02. Assists parents with understanding Title I Part A, ESEA, report cards, learning compacts, assessments, progress reports, Parent Rights & Responsibilities, and school improvement.

03. Assists school with securing important documentation from parents (i.e., school compacts and parent surveys).
04. Coordinates academic-based learning opportunities/workshops for parents at flexible times.
05. Creates opportunities to involve all parents in the education of their child.
06. Develops and maintains a Parent Resource Center, library, or corner within the school.
07. Establishes and meets regularly with the Parent Involvement Committee.
08. Plans and coordinates monthly or bi-monthly academic focused parent workshops with
 - a. the assistance of the school's Parent Advisory Committee and Federal Programs Director.
09. Selects and purchases appropriate materials for parent checkout and provides training for parents in the use of materials.
10. Advertises all Title I Parent Involvement activities through a variety of media.
11. Communicates important school related and Title I updates and news with parents via school newsletter, Parent Center newsletter, and/or the district website.
12. Initiates and responds to parent phone calls, emails, and written correspondence related to Parent Involvement and/or Parent Center.
13. Serves as the liaison between the local school and the Federal Programs Office as it relates to Family Engagement
14. Strengthens home-school relationships by facilitating positive initiative-taking communication between families and educators.
15. Engages in professional learning opportunities.
16. Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.
17. Performs additional duties as assigned and directed by the Superintendent.

Terms of Employment: 187 Days

Evaluation: Subject to provisions of School Board policies on performance evaluations.

Salary: Based on degree and experience

Received by: _____

Date: _____