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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **NORTH FORK LOCAL SCHOOL DISTRICT BOARD OF EDUCATION MEMBER** **File 101**

Reports to: State government and school district residents

Job Objective: Exercises responsible civic leadership. Performs statutory and permissive board duties. Monitors the effective and judicious use of community resources.

Qualifications:
- Meets all prerequisite state qualifications to be elected or appointed to the school board (i.e., United States citizen, eighteen years of age, state resident thirty days preceding the election, school district resident, registered to vote for thirty days).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Recognizes that governance is the board's primary duty. Establishes policies that support the safe/effective delivery of educational services.
- Exercises board authority only during legally convened meetings. Accepts the majority decision as binding on stakeholders.
- Advances the district's professional image. Maintains open/effective communications.
- Maintains ethical standards.
- Promotes the district's mission, philosophy, and vision. Monitors community demographics, resources, and emerging trends. Cultivates relationships that enhance student learning and promote a strong commitment of public support for the district.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's continuous improvement plan.
- Attends board and assigned committee meetings. Notifies the board president, treasurer, or superintendent when an absence cannot be avoided.
- Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Responds to emergencies as needed.
- Hires and evaluates a superintendent and treasurer. Empowers the superintendent and treasurer to manage the district's daily operations. Supports the district's chain of command.
- Approves employment contract terms and compensation packages.
- Requests sufficient information to permit a complete review of matters brought before the board.
- Establishes, assesses, updates, and authorizes board policies.
- Adopts an annual budget and appropriation measures that enables the school district to operate effectively. Monitors the fiscal management of the district.
- Fosters consensus development. Works with the superintendent to address community concerns/recommendations.
- Participates in short/long-range planning activities. Ensures that guidelines and resources are adequate to carry out board directives.
- Promotes a positive work and learning environment. Expresses enthusiasm and shows an active interest in helping staff, students, and parents achieve a successful educational experience.
- Implements assessment programs to measure the superintendent's and treasurer's performance before board action to renew or non-renew contracts.
- Addresses issues or problems through the superintendent. Promotes a safe, efficient, and effective work/learning environment. Works with stakeholders to manage or eliminate risk factors.
- Maintains the confidentiality of privileged information.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board president.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.

- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates the performance of the superintendent and treasurer. Assumes oversight responsibility for the results of duties delegated to the superintendent and treasurer.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUPERINTENDENT** **File 102**

Reports to: North Fork Local School District Board of Education

Job Objective: Administers the planning, delivery, assessment, and ongoing improvement of district operations.

Minimum Qualifications:

- Valid state department of education superintendent's license/certificate. Academic preparation and work experience in educational administration, curriculum and instruction, and school finance.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Effective organizational planning and management skills. Ability to understand and influence the school district's dynamic political, social, economic, legal, and cultural environment.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the district's chief executive officer. Articulates a clear philosophy and shared vision of learning that support high-quality educational services. Promotes the success of all students.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Promotes the district's mission, philosophy, and vision. Monitors community demographics, resources, and emerging trends. Cultivates relationships that enhance student learning and promote a strong commitment of public support for the district.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Oversees the development and implementation the district's continuous improvement plan.
- Prepares board meeting agendas. Evaluates the on-going relevance of board policies. Serves as the board's professional educational adviser.
- Develops and updates administrative procedures. Uses personal discretion to address situations not covered by board policy or administrative procedures.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Directs the district's business affairs. Oversees the development of the annual budget and appropriation measures. Authorizes the purchase of equipment, supplies, and services that are appropriate for the purposes and needs of the school system.
- Manages human resource functions. Administers employment contracts, demotions, transfers, non-renewals and termination processes. Formulates salary schedule and benefit package recommendations. Directs negotiation processes with employee bargaining units.
- Administers the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Directs the planning process to select instructional materials and equipment.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Promotes professionalism. Implements assessment programs to measure staff performance. Directs the planning and delivery of effective staff development programs.
- Facilitates short/long-range planning activities. Delineates financial and program resources necessary to achieve district objectives.
- Oversees an ongoing program to protect and maintain district resources (e.g., buildings, grounds, equipment, etc.).
- Enforces applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Responds to emergencies as needed.

- Directs the evaluation and revision of emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.).
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Oversees the provision of effective transportation and food service programs.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates staff as authorized by board policy, administrative guidelines, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TREASURER/CFO** **File 103**

Reports to: North Fork Local School District Board of Education

Job Objective: Serves as fiscal adviser and secretary to the board of education. Keeps the superintendent and board informed about the district's financial status and emerging issues.

Minimum Qualifications:

- Bachelor's degree in accounting or alternative training/experience that meet state department of education treasurer's license requirements. Obtains a board-approved treasurer's bond.
- Experience using governmental accounting/auditing procedures and automated data processing systems is required.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Effective organizational planning and management skills.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as chief fiscal officer and custodian of district funds. Maintains accurate financial accounts. Prepares reports that comply with all requisite governmental accounting standards.
- Recommends operational improvements that enhance the district's fiscal accountability.
- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Promotes the district's mission, philosophy, and vision. Monitors community demographics, resources, and emerging trends. Cultivates relationships that enhance student learning and promote a strong commitment of public support for the district.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Promotes professionalism. Implements assessment programs to measure performance of assigned staff. Oversees the delivery of effective development programs for assigned staff.
- Serves as the board secretary and custodian of the district's policy book. Prepares board minutes. Publishes legal notices. Accepts summons served on the board. Manages board communications.
- Arranges depository contracts with eligible banking institutions. Implements board-approved procedures to achieve a favorable return on investments. Works cooperatively with auditors.
- Collaborates with the board and superintendent to prepare annual appropriation measures.
- Reviews borrowing needs and administers debt programs.
- Helps prepare prospectus for bond sales.
- Facilitates short/long-range planning activities. Delineates financial and program resources necessary to achieve district objectives.
- Seeks legal opinions regarding the treasurer's responsibilities as needed.
- Responsible for the selection and orientation of treasurer's office staff.
- Assists the board during employee bargaining negotiations.
- Maintains personnel files. Prepares employment contracts. Oversees the preparation of payrolls and all related records (e.g., unemployment, workers compensation, retirement, medical/life insurance, severance pay, etc.).
- Oversees the preparation of authorized salary schedules and wage change notices.

- Administers the timely collection of accounts receivable. Prepares revenue projections. Recommends appropriation modifications, transfers, and advances.
- Supervises fiscal control of budgetary accounts. Receives, opens, and documents competitive bids. Authorizes purchase orders. Certifies the availability of funds as required by law. Receives invoices and approves payments. Signs checks. Prepares 1099 forms.
- Acts as the board's agent for signing authorized contracts.
- Implements procedures to monitor, account, and audit student activity funds. Conducts in-service training sessions to update staff on financial accountability procedures (e.g. cash handling, activity accounts, fundraising, fees, ticket sales, etc.).
- Manages insurance programs (e.g., property, liability, fleet, student, etc.).
- Reviews and certifies state department of education financial reports.
- Oversees a perpetual inventory control system for fixed assets. Maintains depreciation schedules.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Responds to emergencies as needed.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the board of education.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates staff as authorized by board policy, administrative guidelines, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ACTIVITIES DIRECTOR** **File 104**

Reports to: High School Principal

Job Objective: Directs the planning, delivery, assessment, and ongoing improvement of the athletic and student activities programs.

Minimum Qualifications:

- Holds an Administrative Certificate or equivalent.
- Program management skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Comprehensive knowledge of interscholastic athletic program regulations.
- Available to work irregular hours and/or a non-traditional schedule.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Administers the district's interscholastic athletic and extracurricular student activities programs.
- Ensures that all participants and athletes receive appropriate instruction, support, and opportunities to participate. Provides support, guidance, and accountability to help students benefit from program participation.
- Develops an athletic program, which includes participation by as many students as possible, taking into consideration the aspects of health, value of the program to the individual student, and overall relation to the total academic program.
- Administers community use of athletic facilities.
- Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds the district's athletic program policies.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning and participation.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Ensures that program resources are equitably apportioned.
- Evaluates short/long-range program needs and opportunities. Formulates recommendations.
- Oversees an ongoing maintenance program to protect and preserve program resources (e.g., buildings, grounds, equipment, etc.).
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Represents the district at athletic league meetings as directed.
- Monitors interscholastic athletic and extracurricular regulations. Facilitates compliance with directives. Participates in due process procedures as requested.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Participates in coaching staff selection and orientation processes. Verifies that all coaches are properly qualified. Review procedures and schedules with staff before the start of the season.
- Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs.
- Evaluates all head coaches.
- Cooperates with, advises, and assists head coaches in evaluation of coaching staff. Reviews evaluations, adds comments, and forwards to the building principal for review.

- Secures game officials except those contracted by the league commissioner. Coordinates and directs the duties of the trainer, faculty and ticket managers, game day support personnel.
- Processes payment vouchers for game officials and athletic workers.
- Develops and distributes a program calendar. Coordinates scheduling to ensure the efficient use of district facilities.
- Publicizes athletic activities. Responds to requests for information.
- Oversees the public relations, event promotion, and communications for all activities including using web pages and other electronic means.
- Develops and implements a ticket sales policy. Oversees pre-game ticket sales.
- Oversees the revision and distribution of the athletic program handbook.
- Prepares game reports and attendance records. Ensures that receipt/expense records are suitable for audit. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Encourages student involvement in program activities. Helps maintain medical records. Verifies scholastic eligibility and that all athletic fees are collected. Promotes academic success as an important priority for all students.
- Ensures that equipment is appropriate for participants' physical development and skill level.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Upholds the athletic conduct code. Maintains high expectations for behavior and performance. Promotes fair play. Demonstrates respect for rules, officials, and opponents. Helps coaches deal with discipline issues. Prepares conduct reports, discipline recommendations, and completes all documentation.
- Organizes and participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities. Provides guidance to the athletic boosters and youth league associations.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the principal. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.

- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. July 2021

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT PRINCIPAL** **File 105**

Reports to: Principal

Job Objective: Helps manage assigned school programs and services.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps manage assigned academic, guidance, pupil services, and student activities.
- Addresses issues that arise during the absence of the principal.
- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists with the completion of staff evaluations.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program.
- Helps administer the instructional program. Promotes academic excellence in a nurturing environment. Helps develop curriculum guides and courses of study. Helps evaluate and recommend instructional materials.
- Assists with the development of the master schedule. Helps ensure the equitable distribution of workloads. Facilitates classroom coverage during teacher absences.
- Assists with the revision and distribution of student/parent and teacher handbooks as directed.
- Helps manage the board-approved budget for assigned areas of responsibility.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Facilitates staff orientation. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state-mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Assists with the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Assists with program assessment processes.
- Assists with enrollment and withdrawal procedures. Upholds policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).

- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares conduct reports and discipline recommendations.
- Effectively communicates with parents/guardians student struggles and/or successes.
- Assists with the supervision of students (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Helps evaluate and revise emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Implements threat reporting, assessment, and response procedures.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Coordinates the use of electronic communication, webpages, etc., to promote the district.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the principal. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. July 2021

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PRINCIPAL** **File 106**

Reports to: Superintendent

Job Objective: Administers the planning, delivery, assessment, and ongoing improvement of the school program.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the school's head administrator and instructional leader.
- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Promotes the district's mission, philosophy, and vision. Monitors community demographics, resources, and emerging trends. Cultivates relationships that enhance student learning and promote a strong commitment of public support for the district.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Administers the instructional program. Promotes academic excellence in a nurturing environment. Facilitates the development of curriculum guides and courses of study. Helps manage the planning process to select instructional materials and equipment.
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program.
- Develops a master schedule. Ensures the equitable distribution of workloads. Ensures that classrooms are covered during teacher absences.
- Administers the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Coordinates program assessment processes.
- Oversees enrollment and withdrawal procedures. Administers policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Administers state-mandated testing programs. Maintains test security. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.

- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares conduct reports and discipline recommendations.
- Ensures that students are appropriately supervised (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Helps evaluate and revise emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Implements threat reporting, assessment, and response procedures.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Additional High School and Middle School Principal Duties:

- Works with the athletic director to improve the athletic program. Monitors student eligibility verification and medical records functions.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DIRECTOR OF STUDENT SERVICES, SPECIAL EDUCATION** **File107**

Reports to: Superintendent

Job Objective: Directs the planning, delivery, assessment, and ongoing improvement of pupil services, special education programs.

Minimum Qualifications:
- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Demonstrates current knowledge of, and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs pupil services programs and special education programs. Promotes close working relationships with all stakeholders.
- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts and aide placement related to assigned programs.
- Helps the treasurer prepare financial data (e.g., excess cost invoices, tuition payments, foundation calculations /deductions, expenditure reports, etc.).
- Coordinates the "child find" and preschool/kindergarten screening programs.
- Oversees IDEA Part-B applications and program reporting requirements.
- Coordinates home instruction and serves as a liaison to chartered non-public schools.
- Directs program development. Coordinates student placements. Evaluates service outcomes.
- Tracks out of district students enrolled in district special education programs.
- Acts as liaison with county office and personnel.
- Collaborates with building administrators to develop a curricular vision for the district.
- Monitors the efficacy of instructional interventions that support continuous and measurable improvements in student achievement.
- Serves on local professional growth committees as directed.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements. Assists with federal grant submissions.
-
- Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).

- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.
- Facilitates compliance with legal mandates. Participates in due process procedures as requested.
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares conduct reports and discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students and staff understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY COORDINATOR** **File 108**

Reports to: Superintendent

Job Objective: Coordinates the planning, delivery, assessment, and ongoing improvement of technology programs.

Minimum Qualifications:

- Bachelor's degree in computer science or alternative training and work experience that meet state department of education requirements. CompTIAA+, MCSE (Microsoft Certified System Engineer), and MCP (Microsoft Certified Professional) certifications are desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Commitment to keeping current with advances in computer technology (e.g., software languages, applications, tools, database management systems, operating systems, etc.).
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners.
- Available to work irregular hours and/or a non-traditional schedule.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates the implementation of the district's technology plan. Administers state and federal technology grants. Develops and implements strategies to enhance staff and student use of technology resources. Promotes close working relationships with all stakeholders.
- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Ensures hardware and software compatibility. Receives, inspects, and tests equipment/software. Facilitates construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
- Designs wired/wireless networks. Oversees the installation and maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, video feeds, wiring, etc.).
- Maintains an effective configuration management system. Sets up LAN, WAN, terminal services, and Wi-Fi networks and maintains file servers (e.g., users, space allocations, backups, etc.).
- Evaluates, develops, and implements disaster recovery procedures that minimize down time.
- Develops procedures that promote the proper use and care of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors compliance with all licensing agreements.
- Provides direct instruction for technology class(es) or other instructional assignment as deemed necessary.

- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Provides leadership in the provision of technology in-service and self directed learning programs.
- Collaborates with supervisors to improve staff skills. Helps staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.
- Works with teachers to improve student learning through the effective use of technology in all areas of the curriculum. Helps teachers implement adaptations that enhance classroom activities.
- Oversees the provision of district-wide help desk services.
- Oversees the development and maintenance of the district's web site.
- Oversees the maintenance and routine cleaning of equipment. Keeps work areas orderly. Schedules repairs by vendors as needed.
- Oversees a perpetual inventory control system for technology equipment.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY – STAFF AND STUDENT TRAINING COORDINATOR** **File 109**

Reports to: Technology Coordinator

Job Objective: Coordinates the planning, delivery, and assessment activities that advance the integration and innovative use of technology resources.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Commitment to keeping current with advances in computer technology (e.g., software languages, applications, tools, database management systems, operating systems, etc.).
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners.
- Available to work irregular hours and/or a non-traditional schedule.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Promotes awareness and use of the district's technology resources. Coordinates training activities that enhance staff skills. Provides technical support that addresses equipment performance issues.
- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Helps evaluate and recommend new technology equipment. Uses effective communication strategies to introduce new technology resources. (e.g., E-mail, websites, instructional materials, displays, etc.).
- Prepares recommendations that enhance organizational effectiveness (e.g., communications, record keeping, planning, student learning, etc.).
- Promotes and monitors the proper use and care of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors compliance with all licensing agreements.
- Helps manage the maintenance and routine cleaning of equipment. Keeps work areas orderly. Schedules repairs by vendors as needed. Maintains repair and inventory records as directed.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Develops and implements technology in-service and self directed learning programs.
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators.
- Works with teachers to improve student learning through the effective use of technology in all areas of the curriculum. Helps teachers implement adaptations that enhance classroom activities.

- Collaborates with supervisors to improve staff skills. Helps staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.
- Teaches staff and students "peer-trainer" skills that support learning activities.
- Oversees the provision of district-wide help desk services.
- Oversees the development and maintenance of the district's web site.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps staff resolve technology problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the director of curriculum and instruction. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY STAFF DEVELOPMENT COORDINATOR** **File 110**

Reports to: Building Principal

Job Objective: Coordinates the planning, delivery, assessment to improve staff development in the area of technology on a part-time basis.

Minimum Qualifications:

- Bachelor's degree in computer science or alternative training and work experience that meet state department of education requirements.
- CompTIAA+, MCSE (Microsoft Certified System Engineer), and MCP (Microsoft Certified Professional) certifications are desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Commitment to keeping current with advances in computer technology (e.g., software languages, applications, tools, database management systems, operating systems, etc.).
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners.
- Available to work irregular hours and/or a non-traditional schedule.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates the implementation of the district's use of Progress Book. Administers teacher training, printing of interims/report cards and troubleshooting. Promotes close working relationships with all stakeholders.
- Provides training to secretaries, guidance and coordinates activities with the A site.
- Coordinates the district technology curriculum development. Updates the district technology plan and develops/updates the districts curriculum. Assists with the development of technology based team teaching cross-curricular and cross-grade level activities.
- Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Coordinates technology staff development. Assists in the instruction of Taylor reading, Microsoft Office, e-mail, and basic computer skills.
- Helps with the district web pages. Provides programs for teacher and administrative training.
- Provides in-service for all staff and faculty. Coordinates in-service days, early-outs, summer training, and after school opportunities for staff to increase knowledge in the areas of technology.
- Administers the Data Analysis for Student Learning program (DASL) for the district.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance staff learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Assists with ensuring hardware and software compatibility. Receives, inspects, and tests equipment/software.
- Develops procedures that promote the proper use and care of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors compliance with all licensing agreements.

- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Provides leadership in the provision of technology in-service and self directed learning programs.
- Collaborates with supervisors to improve staff skills. Helps staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.
- Works with teachers to improve student learning through the effective use of technology in all areas of the curriculum. Helps teachers implement adaptations that enhance classroom activities.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COORDINATOR OF DISTRICT SERVICES** **File 111**

Reports to: Superintendent

Job Objective: Helps manage assigned school programs and services.

Minimum Qualifications

- Masters Degree in Administration or alternative training appropriate for the position.
- Administrative or comparable experience.
- Prior leadership in personnel and management preferred.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Effective organizational, planning and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Food Service

- Administers district-wide food-service program
- Oversees the provision of a high quality food service program; ensures compliance with all food quality, safety, and nutrition guidelines.
- Supervises food service operations (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.). Markets the program to maximize profits. Monitors customer satisfaction.
- Encourages innovations. Analyzes data to improve cafeteria operations. Serves as an information resource.
- Manages cost-control programs. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Trains food service staff in procedures to effectively accomplish assigned duties.
- Publishes menus. Makes available a variety of food choices that appeal to consumer preferences.
- Manages food preparation activities. Ensures that lunches meet USDA child nutrition guidelines.
- Monitors production sheets/work progress.
- Plans for substitute menu items when demand exceeds supply.
- Processes applications and records for free and reduced-cost lunch programs
- Completes all necessary state reports for all areas of responsibility.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Ability to work effectively with others, including staff and community.

Transportation

- Administers district-wide transportation program.
- Oversees the supervision of a safe and efficient student transportation system.
- Directs pupil transportation services, ongoing driver training, and vehicle maintenance programs.
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Encourages innovations. Analyzes data to improve transportation operations. Serves as an information resource.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Promotes professionalism. Trains transportation staff in procedures to effectively accomplish assigned duties.

- Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar with all aspects of assigned duties.
- Prepares schedules/bus routes. Assigns drivers. Provides for the timely distribution of routing information.
- Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignments, pick-up and drop off points, time schedules, etc.).
- Maintains up-to-date student information on each bus.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Administers an ongoing vehicle maintenance program. Recommends effective procedures to deal with emergency repairs. Coordinates annual state patrol bus inspections.

Human Resources

- Manages all human resources functions related to employment.
- Oversees administrative support, certified, and classified staff selection and orientation processes.
- Ensures the District abides by all state and federal laws applicable to employee selection and equal opportunity procedures.
- Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Based on input from other administrators, recommends all employees (certified, classified, and administrative support staff) to the Superintendent for employment, and reemployment, and prepares all documents necessary for submission to the Board of Education.
- Recommends either continued employment or dismissal to the Superintendent.
- Is responsible for establishing and keeping current job descriptions and job classifications for all personnel positions.
- Interprets, administers, and assists in the development of personnel policies including the employee code of conduct.
- Manages the annual training system for all employees.

District

- Oversees non-school use of district facilities (e.g., rental, scheduling, set-up, etc.)
- Ensures compliance with building codes and ADA accessibility standards.
- Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, vision, and goals. Builds internal/external partnerships that support district goals and enhance student learning.
- Personifies integrity. Acknowledges personal accountability for decisions and conduct.
- Analyzes data to improve school operations.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing to the appropriate audience with needed frequency.
- Ability and skill to operate various computer software necessary for job tasks.
- Ability to supervise and manage employees.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve outcomes. (e.g., methods, skills, commitment, etc.)
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Participates as part of the administrative team in negotiations
- Interprets personnel policy and negotiated agreements for all employee groups.

- Maintains the confidentiality of privileged information.
- Assists in the preparation of annual appropriations; administers the board-approved budgets for assigned areas of responsibility, documents costs associated with services operations..
- Serves as a liaison to governmental regulatory agencies; maintain effective relations with community service (e.g., legal, health, safety, welfare, etc.); responds to emergencies as needed.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed by the Superintendent

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the Superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment/boxes.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Approved 4/21/2014

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **School Psychologist**

Reports to: Superintendent or designee

Job Objective: To insure that each special education student be provided with the fullest educational experience possible according to I.D.E.A. Assist in coordinating activities and programs pertaining to special education.

Minimum Qualifications: Valid State Department of Education license/certificate appropriate for the position, State of Ohio School Psychologists Certificate.

- Experience in teaching, administration, special education and/or gifted.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Valid Driver's License.
- Embodies high ethical standards and integrity; accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Effective organizational planning and project management skills. Ability to read and interpret complex documents related to Special Education.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- The School Psychologist is responsible to assist in improving the achievement of children, including those with physical, mental, and adjustment problems.
- Provide intensive, individual psychological study of children referred because of learning and/or adjustment problems.
- Consult, collaborate and counsel with teachers, parents, administrators and other professional workers regarding the school and community adjustment of the children referred.
- Participate in the identification and placement of exceptional children and in the organization and operation of special education programs.
- Cooperate in the referral of children needing therapy or treatment to appropriate community agencies, medical or psychiatric facilities.
- Assist school personnel in educational program development where a specialized knowledge of child growth and development, learning theory, personality dynamics, and motivation is involved.
- Conduct early entrance evaluations for kindergarten and first grade placement and return placement for any Home School child coming back to public school.
- Provide counseling individually and in groups with students and/or parents.
- Provide forums for discussion and presentations on topics related to the areas of mental health and education when appropriate.

- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages service contracts related to assigned programs.
- Assists with the coordination of the "child find" and preschool/kindergarten screening programs.
- Directs program development. Assists with the coordination of student placements. Evaluates service outcomes.
- Acts as liaison with county office and personnel.
- Monitors the efficacy of instructional interventions that support continuous and measurable improvements in student achievement.
- Serves on local professional growth committees as directed.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funding proposals and complies with reporting requirements.
- Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards.
- Monitors education laws, rules, and regulations. Keeps current with state psychological changes. Provides insights about student skill progression.
- Facilitates compliance with legal mandates. Participates in due process procedures as requested.
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.).
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff. Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

Working Conditions:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DIRECTOR OF CURRICULUM AND ASSESSMENT** **File 113**

Reports to: Superintendent

Job Objective: Coordinates the student achievement test programming, district-wide assessments, and data collection. Directs planning, delivery, assessment, and ongoing improvement of curriculum and curriculum activities.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Effective organizational planning and project management skills.
- Demonstrates current knowledge of, and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Coordinates student testing activities, requisitions, and supplies/equipment. Ensures compliance with testing procedures (e.g. security, test administration, scoring, data transfer/storage, etc.)
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Assists as needed to facilitate community participation in school activities.
- Serves as an information resource, data manager. Helps stakeholders understand testing objectives/procedures.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Helps staff resolve problems that impede student participation in testing activities.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Helps the treasurer prepare financial data.
- Coordinates the "child find" and preschool/kindergarten screening programs.
- Facilitates the development of curriculum guides and courses of study. Evaluates and recommends instructional materials.
- Directs district-wide curriculum, instruction, assessment, and staff development programs.
- Directs and ensures district curriculum meets the state academic content standards and district courses of study goals.
- Collaborates with building administrators to develop a curricular vision for the district.
- Conducts curriculum reviews per the curriculum review schedule.
- Provides Course of Study material for board approval.
- Monitors the efficacy of instructional interventions that support continuous and measurable improvements in student achievement.
- Serves on local professional growth committees as directed.
- Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements. Assists with federal grant submissions.

- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches or conduct/situations that may indicate a problem.
- Works with supervisors to manage or eliminate risk factors.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Interprets test data. Identifies trends. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Properly stores all materials. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students and staff understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DEAN OF STUDENTS** **File 114**

Reports to: Principal

Job Objective: Helps manage assigned school programs and services.

Minimum Qualifications:
- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps manage assigned academic, guidance, pupil services, and student activities.
- Addresses issues that arise during the absence of the principal.
- Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Keeps current with state law and academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program.
- Helps administer the instructional program. Promotes academic excellence in a nurturing environment. Helps develop curriculum guides and courses of study. Helps evaluate and recommend instructional materials.
- Assists with the development of the master schedule. Helps ensure the equitable distribution of workloads. Facilitates classroom coverage during teacher absences.
- Assists with the revision and distribution of student/parent and teacher handbooks as directed.
- Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Assists with the development of program schedules (e.g., courses, auxiliary services, student activities, etc.).
- Assists with enrollment and withdrawal procedures. Upholds policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Assists with student testing programs.
- Complies with federal/state policies/procedures for the education of students identified as having a disability.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).

- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares conduct reports and discipline recommendations for the principal.
- Assists with the supervision of students (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws.
- Helps evaluate and revise emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.).
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the principal. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY – SUPPORT COORDINATOR** **File 115**

Reports to: Technology Coordinator

Job Objective: Coordinates the planning, delivery, and assessment activities that advance the integration and innovative use of technology resources.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful teaching experience. Effective organizational planning and project management skills.
- Commitment to keeping current with advances in computer technology (e.g., software languages, applications, tools, database management systems, operating systems, network, etc.).
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities,especially Office 365, iPads, printers, and VPN. Ability to address the needs of adult learners.
- Available to work irregular hours and/or a non-traditional schedule.

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Promotes awareness and use of the district's technology resources. Assists with training activities that enhance staff skills.
- Provides technical support that addresses equipment performance issues.
- Serves as an active member of the Technology team.
- Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications.
- Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps staff resolve technology problems that impede student participation in appropriate learning activities.
- Analyzes data to improve technology operations. Serves as an information resource.
- Assists with staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment.
- Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Helps evaluate and recommend new technology equipment. Uses effective communication strategies to introduce new technology resources. (e.g., E-mail, websites, instructional materials, displays, etc.).
- Prepares recommendations that enhance organizational effectiveness (e.g., communications, record keeping, planning, student learning, etc.).
- Promotes and monitors the proper use and care of technology resources (e.g., consent forms, maintenance, storage, etc.). Monitors compliance with all licensing agreements.
- Helps manage the maintenance and routine cleaning of equipment. Maintains repair and inventory records as directed.
- Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Assists with developing and implementing technology in-service and self directed learning programs.
- Monitors education laws, rules, and regulations. Keeps current with state technology academic content standards, benchmarks, and indicators.
- Works with teachers to improve student learning through the effective use of technology in all areas of the curriculum. Helps teachers implement adaptations that enhance classroom activities.
- Directs and assists student technology helpers to support technology district wide.

- Collaborates with supervisors to improve staff skills. Helps staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.
- Assists with the provision of district-wide help desk services; troubleshoots hardware, software.
- Assists with the development and maintenance of the district's web site.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Upholds the student conduct code and Acceptable Use Policy. Maintains high expectations for behavior and performance.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility:

- Values diversity. Skillfully manages individual, group, and organizational interactions. Supervises and evaluates assigned staff under the direction of the director of curriculum and instruction. Assumes responsibility for the results of duties delegated to staff.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 03/2022

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ACCOUNTS PAYABLE/RECEIVABLE SPECIALIST** **File 201**

Reports to: Treasurer/CFO

Job Objective: Performs duties that support the effective processing of authorized financial obligations and the timely collection of receivable accounts.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent accounting work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Meets all prerequisite qualifications to be bonded.
- Demonstrates proficiency in the use of software associated with uniform school accounting system (USAS) procedures and automated data processing systems.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides account payable/receivable services. Performs tasks that support departmental objectives. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Processes receivable accounts. Prepares bank deposits.
- Posts daily receipts, expenditures, and investment transactions.
- Processes forms for special education reimbursements.
- Reviews staff mileage and reimbursement forms. Prepares and disburses checks.
- Maintains a vendor tax identification file. Prepares 1099 forms.
- Maintains student activity accounts and building fund records.
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.
- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Learns staff names, titles, and work schedules.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Maintains forms related to program functions.
- Consults with building staff to ensure that shared resources/facilities are used effectively.
- Processes rental invoices. Records payments.
- Duplicates, assembles, and processes newsletters and special mailings.
- Balances ledgers. Reconciles vendor statements. Analyzes account activities. Prepares recaps.
- Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Helps prepare and distribute bid packages (e.g., notices, specifications, forms, etc.).
- Obtains vendor price quotes. Analyzes comparative data. Prepares requisitions for approval.

- Receives deliveries. Compares package contents with purchase order. Processes invoices for payment. Maintains a completed payment file.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
- Organizes/stores supplies. Reorders supplies as needed.
- Assembles information for grant/foundation proposals as directed.
- Assists with special projects as directed. Helps coordinate building activities as directed.
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as needed.
- Processes incoming, outgoing, and interoffice mail and faxes.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT TREASURER/PAYROLL/BENEFITS SPECIALIST** **File 202**

Reports to: Treasurer/CFO

Job Objective: Performs duties that support the effective management of the treasurer's office. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law.

Minimum Qualifications:

- Associate degree in accounting. Work experience using governmental accounting/auditing procedures and automated data processing systems is required.
- An acceptable score on a pre-employment test may be required.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Meets all prerequisite qualifications to be bonded.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides administrative-level support services. Uses independent judgment to manage job responsibilities. Organizes resources to carry out assignments. Plans and implements strategies to accomplish tasks within adopted time-frames.
- Keeps administrators aware of work progress and pending deadlines.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Prepares wage change notices. Verifies that employees are placed on the correct salary schedule/experience level. Collects and maintains payroll deduction authorization forms.
- Provides payroll and employee benefits services. Performs tasks that support departmental objectives.
- Verifies time sheets. Calculates gross wages. Processes the payroll. Reconciles payroll records. Distributes paychecks/deposit confirmations forms as directed.
- Maintains medical, disability, personal/family leave, and vacation records.
- Verifies the timely completion of required payroll reports and tax payments.
- Maintains monthly, quarterly, and annual payroll reports. Prepares employee W-2 forms.
- Verifies authorized employment inquiries (e.g., loan applications, etc.).
- Processes employment services, worker compensation, and unemployment reports.
- Maintains retirement program records. Processes end of employment forms.
- Maintains employee health insurance and COBRA files. Processes enrollment forms.
- Processes receivable accounts. Prepares/makes bank deposits.
- Processes forms for special education reimbursements.
- Prepares and disburses checks.
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.

- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Learns staff names, titles, and work schedules.
- Maintains employee health insurance and COBRA files. Processes enrollment forms
- Maintains an office calendar. Keeps administrators/staff informed about scheduled events.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Maintains forms related to program functions.
- Consults with building staff to ensure that shared resources/facilities are used effectively.
- Maintains a building-use calendar. Records payments.
- Duplicates, assembles, and processes newsletters and special mailings.
- Balances ledgers. Reconciles statements. Analyzes account activities. Prepares recaps.
- Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Helps prepare and distribute bid packages (e.g., notices, specifications, forms, etc.).
- Obtains vendor price quotes. Analyzes comparative data. Prepares requisitions for approval.
- Receives deliveries. Compares package contents with purchase order. Processes invoices for payment. Maintains a completed payment file.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
- Organizes/stores supplies. Maintains an inventory control system. Reorders supplies as needed.
- Maintains fixed asset inventory records. Tags property with durable identification labels.
- Assembles information for grant/foundation proposals as directed.
- Assists with special projects as directed. Helps coordinate building activities (e.g., conferences, open houses, orientation programs, recognition activities, in-service training, special events, etc.).
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as needed.
- Processes incoming, outgoing, and interoffice mail and faxes.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATTENDANCE/STUDENT RECORDS CLERK** **File 203**

Reports to: Principal

Job Objective: Performs clerical duties that support the effective maintenance of student records.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Demonstrates proficiency in the use of computer software associated with the assignment.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides clerical services. Performs tasks that support departmental objectives. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Updates attendance policy information. Helps ensure that policies are uniformly enforced.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects attendance forms. Keeps the principal and guidance staff informed about chronic absenteeism, tardiness, and truancy concerns. Verifies attendance information for report cards.
- Contacts parents or guardians when the school has not been notified about an absent student.
- Notifies teachers about homework requests for absent students.
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.
- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Learns staff names, titles, and work schedules. Monitors sign in/sign out forms.
- Maintains an office calendar. Keeps administrators/staff informed about scheduled events.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Maintains forms related to program functions. Updates handbooks, fact sheets, etc.
- Assists with special projects as directed. Helps coordinate building activities (e.g., conferences, open houses, orientation programs, recognition activities, in-service training, special events, etc.).
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as needed.
- Processes incoming, outgoing, and interoffice mail and faxes.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.

- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CASE MANAGER/SPECIAL EDUCATION RECORDS/RECEPTIONIST** **File 204**

Reports to: Director of Special Education

Job Objective: Performs administrative clerical duties that support the effective delivery of special education services.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Knowledge of policies and procedures manuals.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Demonstrates proficiency in the use of computer software associated with the assignment.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides clerical services. Performs tasks that support departmental objectives. Takes the initiative to perform routine responsibilities independently.
- Assists with the superintendent's secretary the operation of the central office telephone system. Trains relief operators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Ensures that all buildings are in compliance with Ohio Department of Education rules.
- Maintains an inventory of checklist/assessment protocols, due process forms, etc.
- Responds to requests for information. Ensures that permission forms are on file for the release of information.
- Ensures the materials for case management meetings are scheduled and organized (e.g., parent conferences, MFE teams, IEP planning, placement teams, consultations, etc.). Prepares meeting transcripts.
- Facilitates communications between staff, parents, students, community agencies, etc.
- Collaborates with all stakeholders to facilitate child find activities.
- Maintains a list of all special education placements and related student records.
- Files and maintains contracts for out of district students.
- Ensures all DASL data input for district-wide special education.
- Prepares contracts with special education service vendors.
- Tracks out-of-district students enrolled in district special education programs.
- Processes home instruction and monitors the accountability system.
- Verifies accuracy of individualized education plans and EGR's.
- Prepares federal and state reports as directed.
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.

- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Learns staff names, titles, and work schedules. Monitors sign in/sign out forms.
- Maintains an office calendar. Keeps administrators/staff informed about scheduled events.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Maintains forms related to program functions. Updates information as needed.
- Assists with duplicating, assembles, and processes special mailings.
- Assembles information for grant/foundation proposals as directed.
- Assists with special projects as directed.
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as needed.
- Processes incoming, outgoing, and interoffice mail and faxes.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 4/09

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **EMIS COORDINATOR (Education Management Information System)** **File 205**

Reports to: Superintendent

Job Objective: Coordinates the effective collection, analysis, maintenance, and reporting of district data.

Minimum Qualifications:

1. High school diploma. An acceptable score on a pre-employment test may be require, or completion of a high school business education program.
2. Meets all mandated health screening requirements.
3. Secretarial work experience is desirable.
4. A record free of criminal violations that would prohibit public school employment.
5. Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
6. Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
7. Ability to establish working relationships with co-workers and function as part of a cohesive team.
8. Demonstrates proficiency in the use of computer software associated with the assignment.
9. Ability to follow complex instructions and recognize/correct errors independently.
10. Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
11. Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
12. Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
13. Record maintenance skills. Ability to accurately compute and record mathematical data.
14. Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. Coordinates district-wide educational management information system activities (e.g., EMIS, CIMS, PENTAMATIN, DSL, DASL, etc.). Performs tasks that support departmental objectives.
2. Completes performance responsibilities as outlined.
3. Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
4. Assists as needed to facilitate community participation in school activities.
5. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Refers district policy interpretation inquiries to administrators.
6. Promotes a safe, efficient, and effective work/learning environment.
7. Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.

8. Works with staff to monitor computer operating systems and data entry procedures to ensure consistent standards for the accurate collection, recording, and verification of information.
9. Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
10. Coordinates the transfer of data between district buildings and the state data acquisition site.
11. Serves as a liaison to the state data acquisition site. Attends training programs. Communicates updated information to staff responsible for data collection/processing. Helps train staff as needed.
12. Coordinates collection and data entry processes. Monitors compliance with state guidelines. Maintains all required records (e.g., pupil demographics, academic courses, student testing information, attendance, etc.)
13. Assists the treasurer's office with fiscal data processing as requested.
14. Provides guidance, corrects errors, and helps resolve problems encountered by staff. Facilitates teamwork.
15. Helps research and develop special reports. Helps interpret emerging trends.
16. Provides technical support for student scheduling activities.
17. Takes the initiative to perform routine responsibilities independently. Composes and prepares routine correspondence, memos, notes, E-mails, etc.
18. Maintains forms related to program functions.
19. Duplicates, assembles, and processes newsletters and special mailings.
20. Assembles information for grant/foundation proposals as directed.
21. Assists with special projects as directed.
22. Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as needed.
23. Processes incoming, outgoing, and interoffice mail and faxes.

EMIS COORDINATOR

1. Discards archived documents following the board-adopted records retention/disposal schedule.
2. Maintains the confidentiality of privileged information.
3. Cross-trains with other office staff and assists with unexpected/urgent situations.
4. Participates in staff meetings and professional growth opportunities as directed.
5. Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
6. Reports suspected child abuse and/or neglect to civil authorities as required by law.
7. Strives to develop rapport and serve as a positive role model for others.
8. Helps students understand and embrace ethical conduct and democratic values.
9. Maintains a professional appearance. Wears work attire appropriate for the position.
10. Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

1. Demonstrates professionalism and contributes to a positive work environment.
2. Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
3. Maintains an acceptable attendance record and is punctual.
4. Anticipates time constraints. Manages tasks efficiently to meet deadlines.
5. Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

1. Balancing, bending, crouching, kneeling, reaching, and standing.
2. Exposure to adverse weather conditions and temperature extremes.
3. Exposure to blood-borne pathogens and communicable diseases.
4. Interactions with aggressive, disruptive, and/or unruly individuals.
5. Operating and/or riding in a vehicle.
6. Performing repetitive tasks quickly.
7. Lifting, carrying, and moving work-related supplies/equipment.
8. Traveling to meetings and work assignments.
9. Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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PERFORMANCE RESPONSIBILITIES

1. Interpret EMIS reporting requirements for the school district.
2. Create and maintain a system of accountability for data reporting throughout the school district.
3. Coordinate systems and procedures of efficient data reporting throughout the district regarding special education, testing, student programs, grades, credits, summer school, special circumstances, out of district students.
4. Attend EMIS Coordinator meetings hosted by Licking Area Computer Association (LACA) and the Ohio Department of Education (ODE) to maintain accurate knowledge of EMIS.
5. Attend workshops/seminars related to EMIS.
6. District representative to LACA in relation to student services and EMIS.
7. Contact resource people such as special education resource center, department of education, data center and others to receive further information and interpretations, if necessary.
8. Train and assist building secretaries and data specialists in the following student services procedures:
    a. Attendance
    b. school calendar
    c. fees
    d. course records
    e. staff records
    f. student demographics
    g. enrolling and withdrawing students
    h. scheduling
    i. course codes corresponding to state guidelines
    j. out-of-district reporting
    k. student programs
    l. grades and credits
    m. discipline
9. Send memos/directives to building personnel regarding EMIS data required and time line for completion.
10. Train and assist building secretaries in the following EMIS procedures:
    a. Running error reports, printing the error logs, making corrections, and rerunning until error reports are clean
    b. Making adjustments to student demographic data
    c. Entering out-of-district student demographic data
    d. Completing data entry in student attendance
    e. Entering *N S* student attendance
    f. Running attendance procedures for their building
    g. Verifying building enrollment
    h. Entering student program data and running import procedures to move data into EMIS database

i. Running import procedures to put staff course records in place in the EMIS database
j. Running import procedures to put student subject records, grades, and credits in place in the EMIS database
k. Entering graduation data
l. Entry of proficiency data
m. Entry of competency data
n. Entry of gifted data
o. Entry of summer school data

11. Maintain the district configuration file.
12. Run attendance procedures for the district and run import procedure to move attendance into EMIS database.
13. Coordinate with the Assistant Treasurer to assure accurate reporting of staff data.
14. Responsible for input and updating of the district Special Education Database for EMIS funding.
15. Responsible for input and updating of Title I and LEP
16. Run aggregations for the district.
17. Print aggregation reports and process. Coordinate error correction with the building secretaries and data specialists.
18. Run the reports provided by ODE to identify errors in staff data, educational service personnel, preschool units, gifted, special education, etc.
19. Verify accuracy of all data and notify LACA when data is finalized and ready for transmission to ODE.
20. Print and process reports that come back from ODE.
21. Distribute EMIS reports received from ODE.
22. Train staff in interpretation of EMIS reports.
23. Prepare the "sign-off' forms for the Treasurer's and Superintendent's signature verifying that data submitted is complete and correct and submit to ODE.
24. Complete the SF14 and CS Monthly forms for the Treasurer's and Superintendent's signature.
25. Meet with Pupil Personnel Director and Transportation Department (annually) to assure accurate ADC student count (EMAD).
26. Correspond with Federal Projects Coordinator for roster of all students receiving Title I services.
27. Request from the Pupil Personnel Director periodic updates of students receiving LEP services.
28. Correspond with Gifted Coordinator to maintain accuracy of gifted records
29. Make periodic phone calls to the Licking County Courts to assure we have an accurate count of resident students who have been court placed (foster child, Mary Haven, DYS).
30. Team with Special Education Supervisor in holding annual meetings with building special education secretaries. Review procedures and timelines for Individual Education Plans and Multi Factored Evaluations.
31. Send monthly reports to Special Education Supervisor and school psychologists of MFE review dates.

32. Send monthly reports to Special Education Supervisor and Case Managers of IEP review dates.
33. Maintain district database of students being served on 504 Accommodation Plans
34. Send monthly reports to Special Education Supervisor and Case Managers of 504 review dates.
35. Work with Special Education Supervisor to ensure accurate reporting of all students being served on a Services Plan
36. Work with Special Education Supervisor to ensure accurate reporting of all MR/DD students.
37. Performs such other duties as the Superintendent may assign.

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SECRETARY** **File 206**

Reports to: Assigned administrator/supervisor

Job Objective: Performs secretarial duties that support the effective management of district operations.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Demonstrates proficiency in the use of computer software associated with the assignment.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides secretarial services. Performs tasks that support departmental objectives. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.
- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Learns staff names, titles, and work schedules. Monitors sign in/sign out forms.
- Maintains an office and building-use calendar. Keeps administrators/staff informed about scheduled events.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Maintains forms related to program functions. Updates handbooks, fact sheets, etc.
- Consults with building staff to ensure that shared resources/facilities are used effectively.
- Processes rental contracts/invoices. Records payments.
- Duplicates, assembles, and processes newsletters and special mailings.
- Prepares requisitions for approval.
- Receives deliveries. Stores supplies. Maintains inventory records. Reorders supplies as needed.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, guarantees, etc.).
- Assembles information for grant/foundation proposals as directed.
- Assists with special projects as directed. Helps coordinate building activities (e.g., conferences, open houses, orientation programs, recognition activities, in-service training, special events, etc.).
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as needed.
- Processes incoming, outgoing, and interoffice mail and faxes.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.

- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SECRETARY TO THE SUPERINTENDENT** **File 207**

Reports to: Superintendent

Job Objective: Serves as confidential secretary to the superintendent. Coordinates and performs office duties that support the effective management of district operations.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Advanced administrative support skills substantiated by training and relevant work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Demonstrates proficiency in the use of computer software (e.g. word processing, publishing, and photo editing) associated with the assignment.
- Ability to conceptualize, evaluate, prioritize, and solve complex problems independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Ability to obtain notary public certification.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides administrative-level support services. Uses independent judgment to manage job responsibilities. Organizes resources to carry out assignments. Plans and implements strategies to accomplish tasks within adopted time-frames.
- Keeps administrators aware of work progress and pending deadlines.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents using a variety of computer programs. Maintains a systematic filing system that supports the efficient retrieval of records.
- Posts job vacancies per negotiated agreements internally and externally.
- Serves as district OED's administrator for authorization of state programs.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Process open enrollment application and forwards to appropriate administrators.
- Manages tuition reimbursement (allocation of funds) per negotiated agreements.
- Assists in updating board policy and administrative procedure manuals.
- Prepares board agendas. Assembles, mails, and delivers meeting packets. Prepares a board-meeting agenda for public distribution.
- Prepares the annual report. Updates and distributes staff directory.
- Prepares federal and state reports as directed.
- Assists in maintaining student discipline files (e.g., letters, student expulsions, hearings, etc.).
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.
- Helps greet and assist office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Learns staff names, titles, and work schedules. Including payroll reporting.
- Keeps administrators/staff informed about scheduled events.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.

- Assists with updating handbooks, fact sheets, etc.
- Consults with building staff to ensure that shared resources/facilities are used effectively.
- Maintains and edits district and building calendars.
- Duplicates, assembles, and processes newsletters and special mailings. Deliver mail to post office, coordinates bulk mailing, delivers materials to Board members.
- Obtains vendor price quotes. Analyzes comparative data. Prepares requisitions for approval.
- Receives deliveries. Stores supplies. Maintains inventory records. Reorders supplies as needed.
- Assembles information for grant/foundation proposals as directed.
- Assists with special projects as directed. Helps coordinate district activities (e.g., orientation programs, recognition activities, special events, (e.g. Hall of Honors, opening day activities, service awards etc.).
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as needed.
- Processes incoming, outgoing, and interoffice mail and faxes. Maintains current staff address list for mailings.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ACCOUNTANT/ACCOUNTING CLERK** **File 208**

Reports to: Treasurer/CFO

Job Objective: Performs accounting and/or payroll duties as required in the Office of the Treasurer. To assist in the accounting and reporting of the District business affairs as to provide timely and accurate handling of all financial data.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent accounting work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Meets all prerequisite qualifications to be bonded.
- Demonstrates proficiency in the use of software associated with uniform school accounting system (USAS) procedures and automated data processing systems.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides administrative-level support services. Uses independent judgment to manage job responsibilities. Organizes resources to carry out assignments. Plans and implements strategies to accomplish tasks within adopted time-frames.
- Keeps administrators aware of work progress and pending deadlines.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Facilitates teamwork. Seeks clarification when expectations or procedures are unclear. Helps resolve problems. Promotes a safe, efficient, and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures to safeguard electronic/digital information.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Maintains an office calendar. Keeps administrators/staff informed about scheduled events.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Balances ledgers. Reconciles statements. Analyzes account activities. Prepares recaps.
- Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Assists with special projects as directed. Helps coordinate building activities (e.g., conferences, open houses, orientation programs, recognition activities, in-service training, special events, etc.)
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Works with supervisors to manage or eliminate risk factors.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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November 19, 2018

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GUIDANCE COUNSELOR** **File 301**

Reports to: Principal

Job Objective: Directs the planning, delivery, assessment, and ongoing improvement of a comprehensive developmental guidance and counseling programs. Facilitates parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with district staff, students, families, and the community to identify ongoing/emerging guidance and counseling needs of students. Facilitates the effective planning, delivery, and ongoing improvement of guidance services (e.g., curriculum, responsive services, individual planning, system support components, etc.).
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Promotes the provision of balanced program content (e.g., self-confidence development, motivation to achieve, decision-making, goal-setting, planning, problem solving, interpersonal effectiveness, communication skills, cross-cultural effectiveness, responsible behavior, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Provides in-service training to enable teachers to assist in the delivery of the guidance curriculum.
- Designs guidance curriculum content that addresses; personal, social, educational, and career development skills. Guides students in self-appraisal, decision making, development of personal competencies, and the application of skills needed to manage personal advancement.
- Maintains career-focused resource materials. Promotes an understanding of the interrelationship of academic courses/advancement and career objectives. Directs students in the investigation of individualized educational, occupational, and personal goals.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Manages the school counseling program. Allots time for individual and small group counseling (e.g., personal development, response to change, prevention, remediation, crisis intervention, etc.).
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Helps staff and families address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Serves as a resource for drug/harassment/violence prevention and related school safety activities.
- Initiates referrals to community service providers (e.g., mental health, courts/juvenile justice, social services, etc.).
- Implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Interprets standardized test results and other assessment information. Facilitates the efforts of school personnel and families in assisting students with goal setting and planning activities.
- Assists with the multi-factored examination (MFE) process. Helps intervention assistance team (IAT) members prepare plans for students meeting eligibility requirements.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.

- Complies with federal/state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Advocates for students. Consults with families, staff, and the community to promote an understanding of student development, behavior, interpersonal relationships, and support necessary to enhance student success. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Facilitates student transition processes (e.g., alternative programs, relocation to another community, promotion/graduation, etc.).
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

Additional Elementary-Level Duties:

- Oversees the implementation of student character education activities.

Additional High School-Level Duties:

- Consults with employers and other appropriate resources to identify entry-level, ongoing, and advanced career/technical qualifications for curriculum/program planning.
- Serves as a liaison to the vocational school. Facilitates enrollment procedures.
- Coordinates admission visits. (e.g., college, university, technical, proprietary schools; military services, etc.). Maintains scholarships/financial aid application procedure information.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **LIBRARY/MEDIA SPECIALIST** **File 302**

Reports to: Principal

Job Objective: Teaches and promotes the effective use of library/media resources. Facilitates parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to interpret, apply, and communicate technical information.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with district staff, students, families, and the community to identify ongoing/emerging library/media service needs of students. Facilitates the effective planning, delivery, and ongoing improvement of program services.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Meets with sales representatives. Develops library/media budget recommendations.
- Keeps current with library/media resources available in the community.
- Develops short/long-range program plans to update the library/media collection.
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Provides orientation sessions. Works with staff to improve student learning through the effective use of library/media resources. Helps students understand copyright and intellectual property laws.
- Maintains an orderly circulation system. Catalogs acquisitions. Keeps books, periodicals, and reference materials properly shelved. Maintains the school's electronic library media resources.
- Processes loans/returns. Prepares overdue notices. Reserves teacher-requested materials.
- Complies with district procedures to account for the collection of authorized student fees and fines.
- Helps students use library/media resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.
- Mends books/periodicals. Helps clean equipment. Performs minor equipment repairs. Performs a complete physical inventory of library/media property as directed. Discards outdated or damaged materials following board-adopted procedures.
- Keeps current with state standards/guidelines. Supports grade-level curriculum implementation activities. Provides programs that enhance student reading and research skills.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.) and stimulate interest in life-long learning.
- Prepares and presents special topics to classes when requested.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.

- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Inspects program equipment to ensure that it is ready when needed. Works with administrators to schedule repairs by outside vendors. Maintains repair records. Evaluates the relevance of new technology. Recommends program purchases. Prepares inventories as directed.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises assigned non-classroom activities.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL NURSE** **File 303**

Reports to: Principal

Job Objective: Administers a comprehensive health service program that helps students achieve maximum benefit from the educational program. *Note:* The assessment/treatment of students is limited to the evaluation of symptoms and administering emergency first aid. Guardians are encouraged to contact a licensed medical provider for additional services. Duties may require traveling to buildings throughout the district.

Minimum Qualifications:

- BSN degree and a valid state nursing license.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Extensive knowledge of normal growth and development. Ability to access pharmacology information and community health resources appropriate to the needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with all stakeholders to identify ongoing/emerging school health needs of students. Facilitates the effective planning, delivery, and ongoing improvement of school health services.
- Prepares the assigned assessment/consultation/treatment area. Requisitions supplies.
- Helps families understand school health program objectives and state mandated standards.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Helps identify safety and health hazards. Recommends policy and administrative procedure revisions based upon professional guidelines and standards.
- Serves as the district's blood-borne pathogen compliance officer and staff trainer.
- Dispenses authorized over the counter medications and prescription drugs. Implements procedures and training of staff to ensure that all medicines are stored safely.
- Provides assistance to sick and injured students. Administers first aid. Investigates and documents injuries. Ensures the accuracy of records.
- Reviews medical emergency authorization forms. Ensures that permission forms are on file as needed for the release of health information. Communicates information to staff when required.
- Ensures that all required state minimum student health screening activities are completed.
- Ensures that the immunization status of all students complies with state law.
- Consults with a student's doctor to make exclusion or school readmission recommendations.
- Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
- Consults with staff to facilitate the early identification of health risks.
- Assesses student health conditions and develops nursing care plans. Coordinates in-service training for staff providing care for students with special medical needs.
- Helps students monitor and manage acute/chronic medical conditions as needed.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Supports grade-level curriculum implementation activities. Makes presentations when requested.
- Helps staff and families address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Assists with the multi-factored examination (MFE) process. Helps intervention assistance team (IAT) members prepare plans for students meeting eligibility requirements.
- Advocates for children. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.

- Serves as a resource for drug/harassment/violence prevention and related school safety activities.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Inspects program equipment to ensure that it is ready when needed. Works with administrators to schedule repairs by outside vendors. Maintains repair records. Evaluates the relevance of new technology. Recommends program purchases. Prepares inventories as directed.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 4/09

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SPEECH LANGUAGE PATHOLOGIST** **File 304**

Reports to: Principal

Job Objective: Facilitates the identification and remediation of communication disorders to help students achieve maximum benefit from the educational program. Facilitates parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Valid state board of speech-language pathology and audiology license.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Training and/or experience in behavioral management techniques.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Facilitates the effective planning, delivery, and ongoing improvement of speech/language services.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Consults with district staff to identify ongoing/emerging speech/language needs of students.
- Monitors education laws, rules, and regulations. Helps ensure that district policies/procedures support non-biased assessment/planning activities. Facilitates compliance with legal mandates.
- Prepares the assigned assessment/consultation/treatment area. Requisitions supplies.
- Obtains informed consent before providing services. Administers diagnostic tests. Interprets results. Provides recommendations that facilitate student participation in appropriate learning activities. Helps the family/student understand how services relate to the educational program.
- Implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).
- Performs follow-up activities with students who have not passed earlier screening procedures.
- Develops a service schedule. Provides consultation and therapeutic intervention services.
- Uses a variety of service delivery models to treat and/or address speech/language disorders (e.g., verbal/written language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, cognition/communication, etc.). Monitors the efficacy of interventions.
- Provides information about techniques to help families assist student with activities at home.
- Teaches skills that help students manage the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Prepares and implements Individualized Education Plans (IEP). Works with staff to help ensure that services are provided in the least restrictive educational environment.
- Serves as a resource to classroom teachers. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Documents student progress. Prepares end-of-year recommendations for each student served.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.

- Consults with support personnel and families to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Inspects program equipment to ensure that it is ready when needed. Works with administrators to schedule repairs by outside vendors. Maintains repair records. Evaluates the relevance of new technology. Recommends program purchases. Prepares inventories as directed.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TEACHER** **File 305**

Reports to: Principal

Job Objective: Plans, implements, and assesses all student learning experiences. Helps all students make appropriate choices and grow academically. Facilitates parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets Highly Qualified Teacher (HQT) requirements (for core academic subjects).
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Prepares the classroom or designated area for instruction. Teaches assigned classes.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Maintains a thorough understanding of subject matter and pedagogy. Organizes subject content and learning goals. Develops lesson plans that align with state standards and the district's adopted courses of study/curriculum goals.
- Evaluates the academic needs of all students. Develops effective student educational experiences that engage and stimulate student learning. Varies and/or modifies instructional techniques to address diverse student learning styles.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Informs parents/students of program objectives and performance standards.
- Uses and documents formal and informal assessment strategies to manage student learning and monitor progress.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Evaluates student achievement/performance. Prepares progress reports.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, parent teacher conferences etc.).
- Consults with support personnel and families to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Requests a student evaluation when a disability is suspected. Assists with the multi-factored examination (MFE) process. Meets mandated paperwork time lines.
- Helps the intervention assistance team (IAT) by providing appropriate input into an Individualized Education Plan (IEP) for classroom students meeting eligibility requirements.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.

- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises assigned non-classroom activities.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance as per district guidelines. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences. Ensures that student lists and teaching materials are readily available for substitutes.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SUBSTITUTE TEACHER** **File 306**

Reports to: Principal

Job Objective: Implements the absent teacher's prepared lesson plans. *Note:* During a long absence as defined by board policy, the substitute may perform all duties identified in the absent teacher's job description as directed.

Minimum Qualifications:

- Complies with state department of education substitute teaching license requirements. Valid state department of education license/certificate appropriate for the position is preferred.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Complies with absent teacher's schedule and/or hours established by the district. Notifies the office when entering and leaving the building. Follows established teachers' working hours.
- Teaches assigned classes. Follows the absent teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Reviews building procedures (e.g., weather, emergency, lockdown, etc.). Complies with building work schedules/hours. Works cooperatively with other teachers.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps students understand program objectives and performance standards.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff.
- Consults with support personnel to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
- Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to principal and civil authorities as required by law.
- Supervises assigned non-classroom activities.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance as per district guidelines. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **School Psychologist Support Staff**

Reports to: School Psychologist

Job Objective: Support the school psychologist in providing services to help students achieve the fullest educational experience possible from the district's educational programs and services. General liaison between the school psychologist, building principals, teachers, and parents. Will assist in coordinating activities and programs pertaining to special education.

Minimum Qualifications: Bachelor's degree in a field other than psychology or two or more years of college course work, such as a mental health technology degree, working under "psychological work supervision."

- Experience in teaching and special education preferred.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Valid Driver's License.
- Embodies high ethical standards and integrity; accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and state and district guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal and professional productivity.
- Effective organizational planning, project management, communication, and clerical abilities.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Complies with the state model policies and procedures for the education of students with disabilities.
- Supports the school psychologist with the participation of MTSS or Multi-Tiered Systems of Support process.
- Assist the school psychologist in pre-referral consultation to completion of evaluations (ETR's and RETR's) with professional staff and parents as prescribed in Ohio Department of Education policies and procedures.
- Schedule meetings for psych evaluations.
- Review student records and prepare files for school psychologist to conduct evaluations.
- Organize, assign, disseminate, and collect parent and teacher assessments as part of evaluations.
- Conduct observations, surveys/checklists, and achievement assessments under the supervision of the school psychologist.
- Assist the school psychologist in summarizing data collected in preparation for report writing. Assist in writing of state and other special education reports when requested.
- Support the communication between the school psychologist and parents of students receiving special education services, teachers, special education staff, building administration, and outside mental health/education entities.

- Maintain records as required based upon state and district policies.
- Ensures that confidential materials are managed and stored appropriately.
- Maintains confidentiality of privileged information.
- Advances the district and department's image. Utilizes problem-solving techniques to tactfully address questions and concerns. Refers questions/concerns appropriately to supervisor/administration.
- Facilitates community partnerships and activities that promote student learning.
- Maintains accurate records and submits reports and required paperwork on-time.
- Strives to develop rapport and serves as a positive role model to others. Promotes enthusiasm and teamwork.
- Participates in professional development that relates to the position.
- Operates standard office equipment, word processing, technology, and a variety of software programs required for the position.
- Exceptional clerical skills (ex. Can create forms, spreadsheets, checklists, announcements, charts, etc.)
- Assists in inventory management.
- Can conduct and compile current research relative to special education and educational and social/emotional needs of the diverse learner.
- Any other duty as assigned.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Possesses a high level of professional and ethical standards.
- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and constructively contributes to a positive work environment.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance records and is punctual, effectively managing time.
- Exceptional organizational and planning skills.
- Meets deadlines despite time constraints.
- Values diversity.

Working Conditions:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Traveling for work assignments.
- Adjust work hours necessary to complete duties.
- Physical abilities include standing, walking, sitting/typing for extended periods, operating a computer, talking/hearing, near/far acuity/depth perception/color vision/field of vision is required; lifting of objects up to 35 pounds.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Approved June 24, 2024

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CERTIFIED MEDICAL ASSISTANT** **File 308**

Reports to: School Nurse

Job Objective: Administers a comprehensive health service program that helps students achieve maximum benefit from the educational program. *Note:* The assessment/treatment of students is limited to the evaluation of symptoms and administering emergency first aid. Guardians are encouraged to contact a licensed medical provider for additional services. Duties may require traveling to buildings throughout the district.

Minimum Qualifications:

- Valid Ohio LPN License
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.* Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Extensive knowledge of normal growth and development. Ability to access pharmacology information and community health resources appropriate to the needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with all stakeholders to identify ongoing/emerging school health needs of students. Facilitates with RN the effective planning, delivery, and ongoing improvement of school health services.
- Helps families understand school health program objectives and state mandated standards.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns with RN.
- Refers district policy interpretation inquiries to administrators.
- Helps identify safety and health hazards. Recommends policy and administrative procedure revisions based upon professional guidelines and standards.
- Dispenses authorized over the counter medications and prescription drugs as directed by RN.
- Provides assistance to sick and injured students. Administers first aid. Investigates and documents injuries. Ensures the accuracy of records.
- Reviews medical emergency authorization forms. Ensures that permission forms are on file as needed for the release of health information. Communicates information to staff when required.
- Evaluates visual, hearing, or other student health concerns.
- Consults with RN to facilitate the early identification of health risks.
- Helps students monitor and manage acute/chronic medical conditions as needed and reports to RN.
- Consults with RN prior to notifying parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Helps staff and families address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.) and collaborates with RN.
- Advocates for children. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.).
- Serves as a resource for drug/harassment/violence prevention and related school safety activities.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.

- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Approved October 2024

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC TRAINER** **File 309**

Reports to: ATHLETIC DIRECTOR and HIGH SCHOOL PRINCIPAL

Job Objective: Manages a program for the prevention, treatment, and rehabilitation of injuries to student athletes. Works with athletes of different ages and skill levels to help them perform at their best and avoid or recover from injuries.

Minimum Qualifications:

- Bachelor's degree in Athletic Training or closely related field.
- Licensure: Licensed as an Athletic Trainer in the State of Ohio.
- Certifications: BOC Certified; CPR Certification.
- Available to work irregular hours and/or a non-traditional schedule.
- A record free of criminal violations that would prohibit public school employment.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Continuously provides a level of detailed communication across the continuum of care involving patients, families, staff, and the school community.
- Continuously engages in relationship building and management involving patients, families, and school/partner communities.
- Engages in the highest level of safety, injury prevention, and emergency procedures.
- Executes the skill required for the highest level of care associated with triage, assessment, diagnosis, and referral of sports medicine-related healthcare concerns of the pediatric and adolescent population.
- Evaluates athletic injuries and provides immediate care.
- Evaluates athletes' readiness to play and provides participation clearance when necessary and appropriate.
- Completion of annual department required training, keeping abreast of all policy and procedural changes for clinical care, and taking responsibility to become competent with any techniques used in clinic and patient care.
- Attend sports events to provide the needed on-site care.
- Conduct athlete intake assessments and maintain medical records for all athletes.
- Coordinate with athletic director to maintain equipment inventory.
- Attend annual conferences and required staff meetings.
- Develop customized treatment plans and make appropriate recommendations for ideal steps in athletic care.
- Handle clerical tasks such as assisting with budgets, restocking supplies, and maintaining inventory.
- Design rehabilitation and training programs for athletes.
- Maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Conducts and proctors officiating classes.
- Coordinates a student training program.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Board Approved
November 17, 2025

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CHEERLEADING ADVISOR** **File 401**

Reports to: Activities Director

Job Objective: Uses technical expertise to coach cheerleaders.

Minimum Qualifications:

- Coaching and cheerleading skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Valid Pupil Activity certificate and CPR card.
- Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with cheerleaders to improve personal and teamwork skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists as needed to facilitate community participation in school activities.
- Reviews procedures and schedules before the start of the season. Consults with the activities director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends mandatory programs (e.g., safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Coordinates the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents/students understand program objectives and performance standards. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Conducts a pre-season meeting with all student participants/athletes and parents to review the student activities conduct code and expectations, team rules and procedures, discuss sportsmanship, ethics, and integrity, and review the essential eligibility requirements from the OHSAA student-eligibility bulletin within two weeks of the beginning of each sports season.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar. Gives the activities director a copy of all student communications.
- Teaches precautions/procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that all paperwork (i.e., current physical and signed student activities conduct code and expectations, and the athletic insurance form – a new signed conduct code and expectations and the athletic insurance form for each new season) is turned in to the activities director's office before participating in tryouts and are readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Helps students develop/refine cheerleading routines.
- Upholds the athletic conduct code. Implements effective pupil management procedures. Provides appropriate student supervision. Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.

- Assists in arrangement of transportation and accompanies cheerleaders to sanctioned program activities.
- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Facilitates participation in cheerleading competitions.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Supervises approved fund raising projects. Works with the activities director to ensure that all financial activities are processed through the proper student activity account.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Participates in staff meetings, conferences, and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Prepares game programs for activities director's approval.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT COACH** **File 402**

Reports to: Head Coach

Job Objective: Uses technical expertise to coach the assigned athletic activity.

Minimum Qualifications:

- Coaching and program specific skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Well-informed about interscholastic athletic program regulations.
- Valid Pupil Activity Certificate, CPR card, NFHS/OHSAA certified certificate.
- Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists as needed to facilitate community participation in school activities.
- Reviews procedures and schedules before the start of the season. Consults with the head coach to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Helps coordinate the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents/students understand program objectives and performance standards. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Helps verify medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Helps organize team tryouts. Helps maintain the integrity of the selection process.
- Helps conduct a pre-season meeting with all student participants/athletes and parents to review the student activities conduct code and expectations, team rules and procedures, discuss sportsmanship, ethics, and integrity, and review the essential eligibility requirements from the OHSAA student-eligibility bulletin within two weeks of the beginning of each sports season.
- Implements the assigned practice schedule. Gives the head coach a copy of all student communications.
- Helps to ensure all paperwork (i.e., current physical and signed student activities conduct code and expectations, and the athletic insurance form – a new signed conduct code and expectations and the athletic insurance form for each new season) is turned in to the activities director's office before participating in tryouts and are readily available.
- Helps ensure that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions/procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.

- Helps ensure that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Helps evaluate individual/team performance. Helps develop/refine game strategies.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Helps the activities director secure personnel for home games when requested.
- Upholds the athletic conduct code. Implements effective pupil management procedures. Provides appropriate student supervision. Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.
- Helps arrange transportation and accompanies the team to sanctioned athletic activities.
- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Participates in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Assists with collection, verification, and data entry/recording of program information as directed.
- Participates in staff meetings, conferences, and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **HEAD COACH** **File 403**

Reports to: Activities Director

Job Objective: Uses technical expertise to coach the assigned athletic activity.

Minimum Qualifications:

- Coaching and program specific skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Well-informed about interscholastic athletic program regulations.
- Valid Pupil Activity Certificate, CPR card, NFHS/OHSAA certified certificate.
- Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal and teamwork skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists as needed to facilitate community participation in school activities.
- Reviews procedures and schedules before the start of the season. Consults with the activities director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Coordinates the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents/students understand program objectives and performance standards. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Conducts a pre-season meeting with all student participants/athletes and parents to review the student activities conduct code and expectations, team rules and procedures, discuss sportsmanship, ethics, and integrity, and review the essential eligibility requirements from the OHSAA student-eligibility bulletin within two weeks of the beginning of each sports season.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar. Gives the activities director a copy of all student communications.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions/procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that paperwork (ie.. current physical and signed student activities conduct code and expectations, and the athletic insurance form – a new signed conduct code and expectations and the athletic insurance form for each new season) is turned in to the activities director's office before participating in tryouts and are readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.

- Recruits, trains, and supervises student managers, trainers, and scouts.
- Helps the activities director secure personnel for home games when requested.
- Upholds the athletic conduct code. Implements effective pupil management procedures. Provides appropriate student supervision. Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.
- Arranges transportation and accompanies the team to sanctioned athletic activities.
- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Supervises approved fund raising projects. Works with the activities director to ensure that all financial activities are processed through the proper student activity account.
- Participates in staff meetings, conferences, and other required school activities.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the activities director. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FACILITIES/SITE MANAGER** **File 404**

Reports to: Activities Director

Job Objective: Supervises assigned events. Acts as the district's liaison to visiting athletic teams and community groups using the facilities.

Minimum Qualifications:

- Facilities/site management skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Well-informed about interscholastic athletic program regulations.
- Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists as needed to facilitate community participation in school activities.
- Oversees the preparation of athletic fields according to the conference/league and state high school athletic association rules and regulations.
- Implements procedures to protect the athletic facilities and help ensure the health, safety, and well being of students, staff, and visitors.
- Performs regular safety inspections. Checks safety equipment and first aid supplies. Reports suspected problems and/or unsafe conditions.
- Works with the activities director to evaluate facility needs.
- Implements board-approved long-range facility plans as directed.
- Supervises events as directed. Sets up equipment. Arranges for security and/or medical personnel.
- Communicates regulations to participants/spectators. Remains courteous when confronting undesirable behavior.
- Responds to emergencies. Promptly documents all incidents and injuries.
- Complies with district protocols when requesting police intervention.
- Offers assistance to visiting staff. Ensures that locker rooms are ready for events.
- Promotes the proper use, care, and security of school property. Ensures that equipment is appropriate for participants' physical development and skill level.
- Maintains the confidentiality of privileged information.
- Avoids public criticism of training/coaching methods used by other individuals. Does not demean or ridicule athletes' mistakes or performance.
- Supervises ticket takers, parking attendants, etc.
- Provides support, guidance, and accountability to help students benefit from program participation. Promotes academic success as an important priority for all students.
- Promotes fair play. Demonstrates respect for rules, officials, and opponents.
- Upholds the athletic conduct code. Maintains high expectations for behavior and performance.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program and site improvements.

- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the activities director. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FITNESS CENTER SUPERVISOR** **File 405**

Reports to: Activities Director

Job Objective: Supervises fitness center activities.

Minimum Qualifications:

- Strength training and conditioning program skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Well-informed about interscholastic athletic program regulations.
- Valid Pupil Activity Certificate.
- Ability to identify and eliminate potential sources of communicable diseases.
- Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with students to improve personal skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists as needed to facilitate community participation in school activities.
- Consults with the activities director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Serves as a contact for vendors. Maintains product information catalogs.
- Attends mandatory programs (e.g., safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Develops fitness center rules and procedures. Monitors the use of the fitness center. Enforce safety rules. Periodically reviews and recommend rule revisions.
- Encourages student involvement in the athletic program. Promotes academic success as an important priority for all students.
- Coordinates scheduling activities to ensure the efficient use of the fitness center.
- Ensures that community residents are properly registered to use the fitness center.
- Provides orientation sessions for all individuals using the fitness center.
- Gives the activities director a copy of all communications directed to fitness center participants.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate in the use of the fitness center. Helps assign and track equipment issued to staff and students.
- Teaches precautions/procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Supervises training and conditioning activities. Evaluates individual performance. Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.
- Cleans, reconditions, and stores equipment. Ensures that the fitness center is kept orderly.
- Identifies health risks. Eradicates suspected contaminants. Instructs custodial staff in sanitation procedures to maintain a hygienic fitness center environment.

- Upholds the athletic conduct code. Implements effective pupil management procedures. Provides appropriate student supervision. Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.
- Helps maintain fixed asset records. Tags property with durable identification labels. Updates inventory lists and depreciation schedules. Deletes assets as directed following board-adopted procedures. Prepares an end-of-year report.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Assists with collection, verification, and data entry/recording of program information as directed.
- Participates in staff meetings, conferences, and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **WEIGHT ROOM SUPERVISOR** **File 406**

Reports to: Activities Director

Job Objective: Supervises weight room activities.

Minimum Qualifications:

- Strength training and conditioning program skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Well-informed about interscholastic athletic program regulations.
- Valid Pupil Activity Certificate
- Ability to identify and eliminate potential sources of communicable diseases.
- Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Works with student athletes to improve personal skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists as needed to facilitate community participation in school activities.
- Reviews procedures and schedules before the start of the season. Consults with the activities director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Serves as a contact for vendors. Maintains product information catalogs.
- Attends mandatory programs (e.g., safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Develops weight room rules and procedures. Monitors the use of the weight room. Enforce safety rules. Periodically reviews and recommend rule revisions.
- Encourages student involvement in the athletic program. Promotes academic success as an important priority for all students.
- Coordinates scheduling activities to ensure the efficient use of the weight room.
- Ensures that community residents are properly registered to use the weight room.
- Provides orientation sessions for all individuals using the weight room.
- Gives the activities director a copy of all communications directed to weight room participants.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate in the use of the weight room. Helps assign and track equipment issued to staff and students.
- Teaches precautions/procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Supervises training and conditioning activities. Evaluates individual performance. Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.
- Cleans, reconditions, and stores equipment. Ensures that the weight room is kept orderly.
- Identifies health risks. Eradicates suspected contaminants. Instructs custodial staff in sanitation procedures to maintain a hygienic weight room environment.

- Upholds the athletic conduct code. Implements effective pupil management procedures. Provides appropriate student supervision. Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.
- Helps maintain fixed asset records. Tags property with durable identification labels. Updates inventory lists and depreciation schedules. Deletes assets as directed following board-adopted procedures. Prepares an end-of-year report.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Assists with collection, verification, and data entry/recording of program information as directed.
- Participates in staff meetings, conferences, and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PROFESSIONAL GROWTH LICENSURE COMMITTEE MEMBER** **File 407**

Reports to: The committee is self-governing.

Job Objective: Reviews and acts on Individual Professional Development Plans (IPDP) submitted by employees. Ensures that educational activities build on past experience to improve future performance. Helps maintain the integrity of the staff development process.

Minimum Qualifications:
- Appointment of teacher representatives by the certificated employee's bargaining unit and administrative representatives by the superintendent.
- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Chairperson (elected by a majority vote of committee members):
- Presides over committee meetings. Prepares agendas, schedules meetings, helps resolve issues/concern, etc. Serves as a committee spokesperson.
- Ensures that committee members comply with board policies, administrative procedures, and negotiated agreements.
- Keeps the superintendent and association president informed about emerging issues.
- Represents the committee at meetings outside the district as directed.
- Keeps committee members informed about licensure issues.
- Serves as a liaison to district staff and contact person for the appeals process.

Recording Secretary (elected by a majority vote of committee members):
- Takes minutes of committee meetings. Maintains a filing system that ensures the safe retention of committee documents. Maintains a record of all committee activities.
- Updates the membership directory and mailing lists as needed.
- Prepares correspondence and other documents as directed.
- Notifies the superintendent's office about the status of each professional growth plan and/or credit requests (e.g., approval, resubmission, denial, etc.).
- Serves as a communication link between committee members and staff.
- Submits completed certificated/license applications to the superintendent's office.

All Committee Member:
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Keeps current with state licensing regulations and endorsements. Monitors exemplary instructional practices/innovations. Attends training sessions as directed.
- Maintains a thorough knowledge of the district's programs and strategic plans.
- Assists as needed to facilitate community participation in school activities.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Serves as an information resource. Facilitates communications between staff and committee members. Helps staff understand personal responsibility and accountability for the proper preparation and timely submission of professional growth plans.
- Evaluates professional growth plans. Approves, denies, or requests plan modifications.
- Prepares recommendations related to licensing credits.
- Reviews and acts on applicant appeals.
- Reviews written suggestions from staff concerning procedural amendments.

- Periodically reviews committee by-laws and votes on recommended modifications.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TEST COORDINATOR** **File 408**

Reports to: Superintendent

Job Objective: Coordinates the student achievement test program.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Effective organizational planning and project management skills.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates student testing activities. Requisitions supplies/equipment. Ensures compliance with testing procedures (e.g., security, test administration, scoring, data transfer/storage, etc.).
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Assists as needed to facilitate community participation in school activities.
- Keeps current with the state academic content standards and district courses of study goals.
- Serves as an information resource. Helps stakeholders understand testing objectives/procedures.
- Helps staff resolve problems that impede student participation in testing activities. Monitors special needs accommodations (e.g., extended time, study guides, reading/transcribing assistance, etc.).
- Interprets test data. Identifies trends. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Properly stores all materials. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **VOLUNTEER COORDINATOR – ELEMENTARY (HOSTS)** **File 409**

Reports to: Principal and/or assigned supervisor

Job Objective: Directs the district's volunteer program. Recruits and maintains a cadre of trained volunteers.

NOTE: Volunteer assignments are non-binding. Services rendered must comply with all legal mandates, organizational policies, and contractual agreements. Duties may be modified or discontinued without notice.

Minimum Qualifications:

- High school diploma. Organizational planning and project management experience/skills.
- Familiarity with business protocols and the use of office technology systems/software.
- Ability to organize support for volunteer assimilation activities.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Commitment and ability to comply with prearranged schedules.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with district staff to identify volunteer placement opportunities. Determines work to be performed, required skills, and time commitment/expectations.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Serves as a program information link to the community. Represents the district in public only as directed by the superintendent or principal.
- Recruits volunteers. Checks references. Develops and maintains a record of available volunteers. Matches volunteer interests and skills to suitable placements.
- Collaborates with administrators/staff to organize and implement training sessions for volunteer.
- Monitors the school calendar and volunteer assignments. Provides advance notice when scheduling problems are anticipated.
- Promotes community service. Identifies public service opportunities for students.
- Maintains program activity files/records. Collects service data (e.g., number of volunteers, hours worked, achievements, etc.). Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for volunteers and staff to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CHOIR DIRECTOR** **File 410**

Reports to: Principal

Job Objective: Directs the district's vocal music program.

Minimum Qualifications:

- Vocal instruction skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Directs technical aspects of the production. Selects instrumentalists. Plans lighting designs. Assigns work crews. Supervises all rehearsals/performances. Oversees wardrobe activities. Coordinates videotaping and photography activities.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.

- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Works with the administration to schedule repairs by outside vendors. Evaluates the relevance of new technology. Recommends program purchases. Prepares inventories as directed.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Represents the music department at meetings outside the district as directed.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CLASS ADVISOR** **File 411**

Reports to: Principal

Job Objective: Coordinates assigned class activities.

Minimum Qualifications:

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Supervises the election and installation of class officers.
- Helps participants develop and implement appealing and worthwhile program activities.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Promotes collaboration and facilitates student involvement in community service projects.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.

- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Junior Class Advisor -- Additional duties:

- Oversees the planning and supervision of the Junior-Senior Prom activities.
- Recruits, trains, and supervises adult chaperones.

Senior Class Advisor -- Additional duties:

- Works with class officers and the principal to plan the graduation ceremony.
- Works with the principal, guidance department and secretary to process graduation paperwork.
- Coordinates class trip activities (e.g., tour company contract, communications, parent meetings, escorts, etc.). Secures board approval for over-night and out-of-state trips.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DRAMA/MUSICAL DIRECTOR** **File 412**

Reports to: Principal

Job Objective: Directs musical/theatrical productions.

Minimum Qualifications:

- Musical or theatrical production skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful completion of an accredited first aid course may be required.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes open auditions. Casts from all appropriate grade levels.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Directs technical aspects of the production. Selects and supervises a choreographer and instrumentalists. Obtains all production materials. Directs set construction. Plans lighting and sound designs. Assigns work crews. Supervises all rehearsals/performances. Oversees make-up and wardrobe activities. Coordinates videotaping and photography activities.
- Supervises tickets sales. Maintains income and expense records. Documents attendance.
- Keeps production records (e.g., advertising, correspondence, journals, photographs, publicity, rehearsals/performance schedules, scrapbooks, etc.).
- Oversees the cleaning and restoration of the production facility following the last performance.
- Coordinates the return of rental equipment.
- Encourages student involvement in community thespian organizations.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.

- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FLAG AND DRILL TEAM OR MAJORETTE ADVISOR** **File 413**

Reports to: Marching Band Director

Job Objective: Coordinates flag and drill team or majorette activities. Promotes school pride.

Minimum Qualifications:

- Coaching skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Valid Pupil Activity Supervisor Permit.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with the band director to develop a unified performance program.
- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Develops and implements off-season activities (e.g., training schedules, clinics, etc.).
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Teaches precautions/procedures to help students prevent injuries. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Refines performance concepts (e.g., routines, visual effects, interpretive movement, props, etc.).
- Assists with participant uniforms (e.g. ordering, distribution, collection, refurbishing, etc.).
- Coordinates warm-ups and synchronized marching instruction. Supervises all performances.
- Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.

- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MARCHING BAND DIRECTOR & ASSISTANT MARCHING BAND DIRECTOR** **File 414**

Reports to: Principal

Job Objective: Directs the marching and pep band programs. Promotes school pride.

Minimum Qualifications:

- Musical instruction skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Valid Pupil Activity Supervisor Permit.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Develops half-time shows, spirit day activities, parades/civic event performances, etc.
- Plans and coordinates off-season activities (e.g., summer schedules, training clinics, etc.).
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Teaches precautions/procedures to help students prevent injuries. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Refines performance concepts (e.g., visual effects, interpretive movement, props, etc.).
- Assists with participant uniforms (e.g. ordering, distribution, collection, refurbishing, etc.).
- Coordinates warm-ups and synchronized marching instruction. Supervises all performances.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.

- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Provides guidance and facilitates the work of the music boosters association.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **NATIONAL HONOR SOCIETY ADVISOR** **File 415**

Reports to: Principal

Job Objective: Coordinates student participation in the National Honor Society.

Minimum Qualifications:

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes a staff committee empowered to carry out National Honor Society functions. Serves as a communication link between committee members, staff, and students.
- Ensures that nominated students meet membership criteria (e.g., academic achievement, community involvement, student leadership, etc.). Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Processes induction information paperwork. Coordinates the induction ceremony (e.g., date, time, location, speakers, etc.).
- Supervises the election and installation of National Honor Society officers.
- Helps participants develop and implement appealing and worthwhile program activities.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Monitors academic records. Sends letters to students and parents/guardians regarding membership requirements, probation status, and termination in conformity with chapter by-laws.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.

- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **OUTDOOR EDUCATION ADVISOR** **File 416**

Reports to: Principal

Job Objective: Coordinates the outdoor education program.

Minimum Qualifications:

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Confirms campsite arrangements. Secures board approval for over-night programs.
- Organizes and conducts a parent/student pre-camp meeting.
- Distributes, collects, and files parental permission forms. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Recruits, trains, and supervises adult chaperones.
- Coordinates arrangements to address medical concerns, dietary restrictions, etc.
- Supervises a full schedule of camping activities.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.

- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 11/2016

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PEP BAND DIRECTOR** **File 417**

Reports to: Principal

Job Objective: Directs the pep band program.

Minimum Qualifications:

- Musical instruction skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Valid Pupil Activity Supervisor Permit.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Teaches precautions/procedures to help students prevent injuries. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Refines performance concepts (e.g., visual effects, interpretive movement, props, etc.).
- Assists with participant uniforms (e.g. ordering, distribution, collection, refurbishing, etc.).
- Coordinates warm-ups and synchronized marching instruction. Supervises all performances.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.

- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **QUIZ BOWL ADVISOR** **File 418**

Reports to: Activities Director

Job Objective: Coordinates student participation in quiz bowl competitions.

Minimum Qualifications:

- Quiz bowl competition coaching skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful completion of an accredited first aid course may be required.
- Assignment may require a valid Ohio School Van Driver Certificate.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Selects team members. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Supervises practice sessions/contests. Evaluates performance. Refines competition strategies.
- Secures workers (e.g., readers, timers, judges, etc.) and oversees preparations for home contests.
- Promotes fair play. Demonstrates respect for rules, officials, and opponents. Ensures that communications do not demean or ridicule participant performance.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.

- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCIENCE FAIR ADVISOR** **File 419**

Reports to: Principal

Job Objective: Coordinates student participation in science fair competitions.

Minimum Qualifications:

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Works with students to showcase scientific talents. Provides support, guidance, and accountability to help students benefit from program participation.
- Prepares required paperwork (e.g., participation applications, facility use, work orders, etc.). Ensures that display areas are properly prepared (e.g., lighting, sound equipment, seating, etc.).
- Coordinates videotaping of program activities.
- Helps students explore creative research experiments and scientific methods (e.g., questions, hypothesis, materials, procedures, results, analysis, conclusions, etc.). Encourages students to pursue individual interests. Provides advice and insight to help students develop project ideas.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.

- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SHOW CHOIR DIRECTOR** **File 420**

Reports to: Principal

Job Objective: Directs the district's show choir program.

Minimum Qualifications:

- Vocal instruction skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Directs technical aspects of the production. Selects instrumentalists. Plans lighting designs. Assigns work crews. Supervises all rehearsals/performances. Oversees wardrobe activities. Coordinates videotaping and photography activities.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.

- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Works with the administration to schedule repairs by outside vendors. Evaluates the relevance of new technology. Recommends program purchases. Prepares inventories as directed.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Represents the music department at meetings outside the district as directed.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SKI AND SNOW BOARD CLUB ADVISOR** **File 421**

Reports to: Activities Director

Job Objective: Coordinates student participation in ski and snow board activities.

Minimum Qualifications:

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Meets with the ski facility manager to confirm arrangements.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Teaches precautions/procedures to help students prevent injuries. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Monitor training to ensure that students have attained the required skills to ski slopes approved by the instructor.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.

- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STUDENT ACTIVITY ADVISOR** **File 422**

Reports to: Activities Director

Job Objective: Coordinates student participation in the assigned student activity.

Minimum Qualifications:

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Helps participants develop and implement appealing and worthwhile program activities.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Promotes collaboration.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.

- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 4/09

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STUDENT TRIP COORDINATOR** **File 423**

Reports to: Principal

Job Objective: Coordinates student trip activities.

Minimum Qualifications:

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Helps participants develop and implement appealing and worthwhile program activities.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Evaluates and recommends a tour company (or arranges for district transportation, lodging, admission tickets, meals, etc.). Secures board approval for over-night and out-of-state trips.
- Organizes and conducts a parent/student pre-trip meeting.
- Distributes, collects, and files parental permission forms. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Recruits, trains, and supervises adult chaperones.
- Coordinates arrangements to address medical concerns, dietary restrictions, etc.
- Supervises a full schedule of excursion activities.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.

- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **YEARBOOK ADVISOR** **File 424**

Reports to: Principal

Job Objective: Coordinates the production, sale, and distribution of the school yearbook.

Minimum Qualifications:

- Yearbook publication skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Demonstrated skills in graphic arts, photography, and a variety of writing styles.
- Proficient in the use of desktop publishing software.
- Proficient in spelling, proofreading, and the correct use of grammar.
- Available during the summer to fulfill necessary yearbook obligations.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Evaluates student interest/commitment. Recommends programming options. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with copyright and intellectual property laws.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Selects a yearbook vendor and photographer when outsourced. Monitors production quality and publication deadlines. Oversees the timely coordination of photography sessions.
- Coordinates print technology activities (e.g., software updates, data security, maintenance, etc.).
- Recruits, evaluates, and selects magazine staff. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Selects a student editor and treasurer. Develops an equitable process to assign student job responsibilities. Helps with organizational functions (e.g., staff supervision, sales, financial management, record keeping, etc.). Ensures that all contractual obligations are fulfilled.
- Promotes journalistic integrity. Guides students in the development of their assignments. Encourages yearbook staff to accurately and fairly represent the entire student population.
- Helps students develop a distinctive publication format. Provides guidance with layout, picture/artwork selection, writing styles, etc. Helps students with proofreading and editing functions. Helps manage program communications. Supervises the sale of advertising.

- Obtains and verifies event information. Serves as a liaison to all stakeholders (e.g., students, staff, club/athletic advisors, community members/organizations, etc.).
- Encourages all students to submit creative writing, photographs, and artwork for publication.
- Oversees the selection of publication materials. Ensures that magazine content is accurate and appropriate. Provides the principal an opportunity to review proof materials before publication.
- Oversees the collection, storage, and safe return of artwork, photos, etc.
- Oversees yearbook security and distribution procedures.
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **Service Learning Coordinator**

Reports to: High School Principal

Job Objective: Coordinates the Service Learning requirement for graduation.

Minimum Qualifications

- Program and organizational skills substantiated by training and/or work experience.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity; accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Create and keep current a packet of information pertaining to the Service Learning requirement. Coordinate with the high school counselor that each freshman class is given a copy of the current packet.
- Create and keep current a spreadsheet to include student name, all forms required, and date forms are returned to the school for verification and documentation.
- Explain the Service Learning program to students and other groups.
- Communicate effectively with use of telephone, emails, attending meetings, and other necessary forms of communication.
- Act as a contact person for clubs, organizations, and individuals in the community to approve and/or allow their program to be acceptable for the Service Learning requirement.
- Maintain, and provide to students, an approved list of programs.
- Read and grade the final essay, meeting as necessary with students to discuss revising and editing as needed for an improved final essay.
- Verify all forms including the time sheet that will be turned in by the students at the end of their needed hours.
- Verify to the guidance office those students who have met the qualifications for graduation.
- Collect required paperwork from students and provide paperwork to students who enroll during the school year.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GENERAL DUTY AIDE (MULTI-TASK)** **File 501**

Reports to: Building Principal and Assigned Supervisor

Job Objective: Performs a variety of support services as assigned.

NOTE: Performance of functions described in this document may vary in scope, frequency, and duration. Some duties may not be required for individual assignments. Duties designated at the time of hire may be modified to address current, altered, or emerging program/staffing needs.

Minimum Qualifications:

- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test). when required. Valid state department of education permit appropriate for the assignment.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Ability to interact comfortably and confidently with the public.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid training when required as a condition of employment.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of data as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Helps implement rules/procedures that promote the correct use and care of program resources. Helps ensure that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings as directed.
- Pursues professional growth opportunities necessary to maintain mandated standards.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Cafeteria – Including Essential Functions

- Patrols assigned areas. Maintains visibility and student contact. Communicates cafeteria rules to students. Keeps supervisors informed about concerns and behavior problems.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Performs assigned cafeteria duties (e.g., washing tables, picking up trash, sweeping floors, restocking stocking vending machines and/or other dispensers, etc.).

- Assists cafeteria staff as needed to deal with unexpected or urgent situations.

Classroom – Including Essential Functions

- Works with individuals and small groups of students on remedial and/or enrichment activities.
- Reinforces instructional objectives introduced by the teacher.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.

Computer Lab – Including Essential Functions

- Maintains a supply of consumable products (e.g., paper, ribbons, toner cartridges, etc.).
- Helps students and staff use computers, software programs, printers, and other peripherals effectively.
- Coordinates computer activities with the classroom teacher.

Guidance – Certified - Elementary

- Works with individuals and small groups of students on remedial and/or enrichment activities.
- Keeps informed about program and procedure changes. Routinely interacts with all departments/program services to ensure complete communications.
- Encourages social interactions among students.
- Keeps informed about the assistance needs/procedures.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Helps students with disabilities participate in appropriate learning activities. Assists with behavior management and/or prescribed medical plans when required.
- Ability to write grants.
- Has a working knowledge of the development of 504 plans.
- Facilitates small group instruction.
- Meets requirements for State testing administration.

Health Clinic – Including Essential Functions

- Prepares the health clinic (e.g., sets up equipment, stocks supplies, etc.).
- Maintains inventory records and monitors budget expenditures as directed.
- Processes parent consent for administration of medication forms. Compares completed consent forms with medication labels to identify discrepancies.
- Administers medications as directed. Keeps all mediations locked in a secure cabinet
- Renders basic first aid and administers student medications when a school nurse is not available.
- Responds promptly to calls for assistance. Initiates emergency procedures. Monitors ill students Notifies parents or guardians as directed.
- Types routine office documents. Duplicates and collates materials. Prepares mail.
- Helps collect and maintain student health records (e.g., immunization status, medical histories, etc.). Safeguards the privacy of medical information.
- Assists with screening activities (e.g., vision, hearing, scoliosis, pediculosis, etc.).
- Helps coordinate the Hepatitis B immunization program.
- Helps prepare student files and medical reports (e.g., census data, county/state health department, intervention assistance teams, pupil services, etc.).

Library/Media – Including Essential Functions

- Provides orientation sessions. Works with staff to improve student learning through the effective use of library/media resources. Helps students understand copyright and intellectual property laws.
- Maintains an orderly circulation system. Catalogs acquisitions. Keeps books, periodicals, and reference materials properly shelved. Maintains the school's electronic library media resources.
- Processes loans/returns. Prepares overdue notices. Reserves teacher-requested materials.
- Introduces new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Helps students use library/media resources (e.g., computers, peripherals, videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.
- Mends books/periodicals. Helps clean equipment. Performs minor equipment repairs. Performs a complete physical inventory of library/media property as directed. Discards outdated or damaged materials following board-adopted procedures.

Office– Including Essential Functions

- Keeps informed about program and procedure changes. Routinely interacts with all departments/program services to ensure complete communications.
- Greets and assists office visitors. Answers/directs phone calls. Takes messages. Manages calls efficiently. Ensures that the telephone is not left unattended when temporarily leaving the office.
- Types routine school documents. Duplicates/collates materials.
- Helps maintain an orderly office. Keeps materials properly filed.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail and faxes.
- Receives deliveries. Notifies recipients about the arrival of packages.
- Stores and inventories office supplies as directed.
- Receives, sorts, and counts money as directed. Prepares/maintains records suitable for auditing.
- Processes students arriving late to school. Collects class attendance forms. Distributes absentee list. Prepares attendance records as directed.
- Helps train and assist student helpers in the performance of assigned duties.
- Monitors students sent to the office for discipline reasons.
- Locates students as requested. Processes homework requests for absent students.

Playground/Recess – Including Essential Functions

- Recognizes that students need opportunities to quietly pursue personal interests. Communicates playground and indoor recess rules. Emphasizes fair play and courtesy. Mediates impasses.
- Patrols the recreation area to maintain visibility and student contact.
- Encourages social interactions among students.
- Monitors and initiates action to protect students during adverse weather conditions.
- Stores equipment and helps keep the recreation area orderly.

One on One/Assistance – Including Essential Functions

- Keeps informed about the assistance needs/procedures for assigned students.
- Acquires basic skills that support student needs (e.g., sign language, finger spelling, etc.).
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Helps students with disabilities participate in appropriate learning activities. Assists with behavior management and/or prescribed medical plans when required.
- Monitors equipment (e.g., harnesses, belts, safety devices, etc.) to identify unsafe conditions and/or defective equipment. Promptly reports concerns.
- Facilitates student mobility. Helps students use assistive and/or augmentative devices.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Works with the classroom teacher to address persistent behavior problems.

Study Hall, Detention, or In-School Restriction – Including Essential Functions

- Determines seat assignments. Takes attendance. Upholds study hall rules.
- Controls student access to lockers, toilet rooms, etc. Prohibits loitering near the room entrance.
- Keeps administrators informed about chronic absenteeism, tardiness, and behavior problems.
- Ensures that students have books and classroom assignments. Helps students with questions.
- Authenticates student permission to leave the room. Tracks the location of each assigned student.

Transportation/Bus Monitor – Including Essential Functions

- Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other student equipment before the bus starts.
- Monitors equipment (e.g., harnesses, belts, safety devices, etc.) to identify unsafe conditions and/or defective equipment. Promptly reports concerns.
- Monitors students. Provides assistance as needed.
- Learns proper procedures to assist students during emergency bus evacuations.
- Cleans up spills and deals with other conditions that may contribute to an accident.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 5/2019

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MAINTENANCE SUPERVISOR** **File 601**

Reports to: Superintendent

Job Objective: Directs the delivery of district-wide maintenance services. Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

Minimum Qualifications:

- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Strong organizational planning and management skills.
- Ability to monitor and manage compliance with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability use blueprints/schematic diagrams.
- Skill/experience in maintenance/repair procedures and building systems (e.g., mechanical, electrical, plumbing, carpentry, masonry, HVAC, fire suppression, security, communication, etc.).
- Multi-school or closely related building maintenance experience.
- Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.
- Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of maintenance and custodial services.
- Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Manages cost-control programs. Prepares requested revenue/expense projections. Develops short/long-range program recommendations. Prepares competitive bid specifications. Approves invoices for payment.
- Evaluates operational performance to ensure that maintenance services are effective. Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff selection and orientation processes. Ensures the equitable distribution of workloads. Provides for coverage during staff absences.
- Promotes professionalism. Assigns and supervises work crews. Trains staff in procedures to effectively accomplish assigned duties. Helps assigned staff meet established schedules. Implements locally developed personnel appraisal standards.
- Oversees the periodic evaluation of district buildings, grounds, and equipment. Implements preventive maintenance programs. Consults with staff to ensure that maintenance and custodial programs are effective. Responds to stakeholder questions/concerns. Prepares work orders.
- Administers air quality and asbestos management programs. Attends training courses. Develops abatement programs as needed.
- Performs regular inspections of HVAC equipment/systems. Maintains required records/logs. Oversees the preparation of boilers for annual inspections and summer shutdown.

- Manages construction/renovation projects. Monitors contractors/vendors performance. Inspects completed work. Ensures compliance with building codes and accessibility standards.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Oversees the routine care of the district's landscaped areas and athletic fields.
- Updates snow emergency plans. Manages snow removal operations.
- Maintains grounds keeping equipment. Prepares seasonal equipment for storage.
- Coordinates the pick-up and delivery of equipment, materials, and other supplies.
- Coordinates preparation and clean-up activities for district events.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors compliance with fire, health, and safety rules/regulations. Keeps prepared for inspections.
- Helps evaluate and revise emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Implements threat reporting, assessment, and response procedures.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Maintains building utilization records. Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CUSTODIAN** **File 602**

Reports to: Maintenance Supervisor

Job Objective: Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

Minimum Qualifications:
- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Skill/experience in boiler operations, maintenance, and basic repair procedures.
- Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).
- Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
- Holds or is qualified to obtain a pesticide application license if needed.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs custodial duties. Takes the initiative to perform routine responsibilities independently.
- Keeps the maintenance supervisor and/or head custodian informed about emerging issues.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Performs minor repairs. Avoids disrupting building activities except during emergencies.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.).
- Maintains playground areas and equipment as directed.
- Assists with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Documents all injuries that require treatment.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.

- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GROUNDSKEEPER** **File 603**

Reports to: Maintenance Supervisor

Job Objective: Provides technical expertise and manual skill in the preservation and care of landscaped areas.

Minimum Qualifications:

- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to operate and perform routine maintenance on grounds keeping equipment.
- Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
- Holds or is qualified to obtain a pesticide application license if needed.
- Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Ability to support district maintenance/custodial activities.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs grounds keeping duties (e.g., mows grass, fertilizes, seeds, trims trees/shrubs, etc.). Maintains a pesticide log. Anticipates weather conditions. Establishes work priorities to avoid delays. Takes the initiative to perform routine responsibilities independently.
- Keeps the maintenance supervisor informed about ongoing activities/emerging issues.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Helps the maintenance supervisor develop short/long-range program recommendations.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Provides for the regular and orderly removal of trash.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Orders agronomic chemicals. Stocks replacement parts for ground keeping equipment.
- Performs minor repairs that do not disrupt the routine work schedule. Avoids disrupting instructional/recreational activities except during emergencies.
- Installs and/or repairs equipment. Consults with the maintenance supervisor as needed to ensure compliance with building codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Maintains playground/recreation areas and practice fields as directed. Prepares athletic fields according to the conference/league and state athletic association rules and regulations.
- Assists with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Documents all injuries that require treatment.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors the condition of buildings and grounds. Reports suspected problems and/or unsafe conditions (e.g., flooding, uneven/unsafe turf or trees, weather damage, etc.).
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.

- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 4/09

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MAINTENANCE WORKER** **File 604**

Reports to: Maintenance Supervisor

Job Objective: Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

Minimum Qualifications:

- High school diploma. Post-secondary training in a trade is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to comply with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability use blueprints/schematic diagrams.
- Skill/experience in maintenance/repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.).
- Multi-school or closely related building maintenance experience.
- Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.
- Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs maintenance duties. Installs equipment. Repairs structures, windows, doors, equipment, and furnishings. Takes the initiative to perform routine responsibilities independently.
- Keeps the maintenance supervisor informed about ongoing activities/emerging issues.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Helps the maintenance supervisor develop short/long-range program recommendations.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Performs repairs. Avoids disrupting building activities except during emergencies. Consults with the maintenance supervisor to schedule major repairs and ensure compliance with building codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.).
- Maintains playground areas and equipment as directed.
- Assists with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Documents all injuries that require treatment.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule and coordinates preparation and clean-up activities for building events.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).

- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TEMPORARY OR SEASONAL WORKER** **File 605**

Reports to: Maintenance Supervisor and/or assigned supervisor

Job Objective: Performs a variety of assigned maintenance, custodial, cleaning, and/or grounds keeping duties.

NOTE: Assignments are non-binding. Duties may change without prior notice to address unexpected situations or pressing district needs.

Minimum Qualifications:

- High school diploma. Diploma requirement may be waived for student training positions.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to interact comfortably and confidently with the public.
- Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
- Basic skill in maintenance/repair procedures may be required for some positions.
- Ability to operate custodial or grounds keeping equipment may be required for some positions.
- Valid driver's license and ability to meet all prerequisite and ongoing qualifications to be covered by the district's insurance carrier may be required for some positions.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks with the assigned supervisor to verify work schedules and assignments. Receives instructions. Carefully follows directions. Clarifies expectations and addresses questions/concerns. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Informs the supervisor when leaving the job site during working hours.
- Learns the correct operating procedure for all equipment associated with work assignments.
- Maintains orderly work areas. Maintains clear routes for emergency egress.
- Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Ensures that all supplies, materials, and equipment used during work assignments are stored properly. Requests additional supplies as needed to maintain reliable service levels. Seeks advice when uncertain about product use and/or disposal procedures. Ensures that products are not transferred or stored in unlabeled containers.
- Assists with the pick-up and delivery of equipment, materials, and other supplies as directed.
- Performs custodial/maintenance activities when properly qualified by formal training, prior work experience, or under direct supervision. *NOTE:* A supervisor must inspect all repairs to ensure compliance with applicable building codes and ADA accessibility guidelines.
- Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, picks up litter, removes graffiti, equipment malfunctions, etc.). Maintains playground areas and equipment as directed.
- Removes trash. Mops, strips, and waxes floors. Vacuums and power cleans carpets. Sanitizes and re-supplies toilet rooms. Cleans lockers. Washes fixtures, walls, and windows. Dusts and polishes furniture/woodwork. Replaces light bulbs.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Applies paint, stain, varnish, or other surface treatments as directed.
- Cleans up chemicals, solvents, blood, body fluids and/or body tissues *only* when properly trained.
- Participates in occupational safety and health training programs as directed.
- Documents all injuries that require treatment.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with unexpected or urgent situations.

- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TRANSPORTATION SUPERVISOR** **File 701**

Reports to: Superintendent

Job Objective: Plans, delivers, assesses, and oversees ongoing improvement of transportation services.

Minimum Qualifications:
- High school diploma. Post-secondary transportation training or work experience is required.
- Holds or is qualified to obtain a state issued pupil transportation certification.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to monitor and manage compliance with transportation and environmental laws/regulations.
- Accounting skill and the ability to accurately compute and record mathematical data.
- Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs pupil transportation services, ongoing driver training, and vehicle maintenance programs.
- Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve transportation operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Manages cost-control programs. Prepares bid specifications. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in transportation staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Promotes professionalism. Trains transportation staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Monitors bus driver training requirements. Promotes defensive driving. Verifies that drivers are qualified and correctly licensed. Ensures that drivers are familiar with all aspects of assigned duties.
- Prepares schedules/bus routes. Assigns drivers. Provides for the timely distribution of routing information. Works with the staff to address the needs of students with disabilities.
- Prepares transportation rosters (e.g., bus identification, student names, grade levels, building assignment, pick-up and drop off points, time schedules, etc.).
- Maintains up-to-date student information on each bus.
- Coordinates the non-routine use of buses (e.g., field trips, athletic contests, etc.).
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Administers an ongoing vehicle maintenance program. Recommends effective procedures to deal with emergency repairs. Coordinates annual state patrol bus inspections.

- Maintains an inventory of essential supplies. Oversees compliance with safety/environmental regulations.
- Investigates and prepares accident reports. Documents all injuries that require treatment.
- Monitors road and weather conditions. Recommends the need to delay or cancel services.
- Responds to transportation emergencies as needed.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Ensures that vehicles and storage areas are secured at the end of the workday.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork including route sheets on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS AIDE/MONITOR** **File 702**

Reports to: Transportation Supervisor

Job Objective: Monitors and assists students during bus trips.

Minimum Qualifications:

- High school diploma or equivalent.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.
- Valid state department of education permit appropriate for the assignment.
- Physical ability to safely lift and manage preschoolers and students with disabilities.
- Demonstrates maturity and the ability to work with students and their families.
- Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Provides appropriate student supervision. Communicates bus rules to students. Keeps supervisors informed about persistent behavior problems.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Learns about individual students needs from available resources (e.g., staff, parent/guardian, etc.).
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Assists with passenger loading/unloading. Operates the wheelchair lift. Checks and fastens seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
- Learns proper procedures to assist students during emergency bus evacuations.
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.

- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER** **File 703**

Reports to: Transportation Supervisor

Job Objective: Provides for the safe, efficient, and courteous transportation of students.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Meets qualifications as defined in current revised state codes, pupil transportation operation & safety rules, and school board policy.
- Completion of the state pre-service school bus driver training program and participation in ongoing training necessary as needed to maintain required license and endorsements.
- Valid Commercial Drivers License (CDL) with school bus and passenger endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.
- Physical ability to safely lift and manage preschoolers and students with disabilities.
- Ability to cope with stressful traffic, weather conditions, and passenger distractions.
- Demonstrates maturity and the ability to work with students and their families.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Operates the assigned vehicle according to all motor vehicle laws.
- Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies. Reports equipment concerns/malfunctions in writing.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Uses proper protocol when operating communication equipment.
- Practices defensive driving techniques. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *NOTE:* Safety is the top priority even if delays disrupt the bus schedule.
- Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require treatment.
- Provides dependable service. Maintains established routes and time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Directs passenger loading/unloading. Operates the wheelchair lift. Checks seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
- Communicates bus rules to students. Assumes full responsibility for monitoring and controlling student conduct on the bus. Completes disciplinary forms and keeps supervisors informed about persistent behavior problems.
- Picks up and unloads students only at approved stops. Keeps route sheets up-to-date.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.

- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUS DRIVER TRAINER/ON-BOARD INSTRUCTOR** **File 704**

Reports to: Transportation Supervisor

Job Objective: Plans and implements bus driver-training activities. *NOTE:* Driving duties may be assigned. See "bus driver" job description for additional information.

Minimum Qualifications:

- Meets all school bus driver minimum qualifications (see bus driver job description for information).
- Valid state pre-service school bus driver training program certificate.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Effective presentation skills and ability to train adult learners.
- Demonstrates a clear understanding and commitment to defensive driving practices.
- Attends training programs necessary to maintain instructor status.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Conducts training activities that support the ongoing improvement of pupil transportation services.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Monitors state training requirements for bus driver. Prepares instructional materials using up-to-date resources (e.g., bus driver training manual, etc.). Evaluates operational performance to ensure that bus driver training programs are effective.
- Helps job applicants obtain training packets and prepare for the Commercial Drivers License (CDL) test. Arranges test appointments for trainees. Escorts trainees to/from testing site.
- Participates in transportation staff orientation programs.
- Teaches vehicle operating procedures and defensive driving techniques.
- Trains transportation staff in procedures to effectively accomplish assigned duties. Ensures that drivers are familiar with all types of district pupil transportation vehicles. Helps verify that drivers are qualified and correctly licensed for assigned vehicles.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Promotes bus safety. Supervises evacuation drills. Prepares bus safety program materials.
- Instructs drivers in methods to assist students with disabilities (e.g., mobility assistance, transferring, wheelchair lifts, positioning/securing wheelchairs, safety equipment, evacuation procedures, etc.).
- Conducts training sessions in safe-rider techniques for community child-care providers.
- Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require treatment.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 4/09

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MECHANIC** **File 705**

Reports to: Transportation Supervisor

Job Objective: Manages an ongoing maintenance program for district vehicle. *NOTE:* Driving duties may be assigned. See "bus driver" job description for additional information.

Minimum Qualifications:

- High school diploma. Post-secondary commercial vehicle maintenance training or work experience is highly desired.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to comply with safety and environmental regulations.
- Valid Commercial Drivers License (CDL) with school bus and passenger endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical expertise and manual skill in the inspection, servicing, and repair of district vehicles. Recommends effective procedures to deal with emergency repairs. Helps coordinate annual state patrol bus inspections.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Secures and evaluates work performed by outside contractors.
- Keeps current with local, state, and federal school bus safety and environmental regulations.
- Teaches bus drivers how to recognize problems before the equipment malfunctions.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Learns maintenance procedures for all district vehicles.
- Makes road calls when vehicles become disabled.
- Reports irregularities and equipment abuse to the transportation supervisor.
- Maintains an inventory of essential supplies. Inspects, services, repairs and/or rebuilds equipment.
- Encourages drivers to ask questions and offer suggestions. Tests repaired vehicles to ensure safety.
- Performs preventive maintenance activities (e.g., changes oil, replaces filters, lubricates fittings, checks belts, maintains fluid levels, etc.).
- Keeps the transportation supervisor informed about work progress. Maintains repair logs, safety inspection records, etc. Itemizes repair costs for each vehicle.
- Recommends the replacement of equipment necessary to ensure fleet effectiveness.
- Helps prepare bid specifications (e.g., bus purchases, shop equipment, supplies, etc.).
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require treatment.
- Receives deliveries. Unloads trucks. Inspects packages. Verifies contents with packing lists and purchase orders. Organizes and stores supplies. Validates invoices for payment.
- Takes appropriate action to protect school property. Secures equipment/work areas as directed. Responds to emergencies as needed.
- Prepares and submits accurate and timely reports, records, and inventories.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.

- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **Permanent Substitute Transportation** **File 706**

Reports to: Transportation Supervisor

Job Objective: Provides for the safe, efficient, and courteous transportation of students.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Meets qualifications as defined in current revised state codes, pupil transportation operation & safety rules, and school board policy.
- Completion of the state pre-service school bus driver training program and participation in ongoing training necessary as needed to maintain required license and endorsements.
- Valid Commercial Driver's License (CDL) with school bus and passenger endorsements. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.
- Satisfactory pre-employment and ongoing random drug/alcohol test results.
- Physical ability to safely lift and manage preschoolers and students with disabilities.
- Ability to cope with stressful traffic, weather conditions, and passenger distractions.
- On the board-approved substitute list.
- Demonstrates maturity and the ability to work with students and their families.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Assists as needed to facilitate community participation in school activities.
- Operates the assigned vehicle according to all motor vehicle laws.
- Performs pre-trip and post-trip safety inspections. Checks safety equipment and first aid supplies. Reports equipment concerns/malfunctions in writing.
- Assumes responsibility for the interior/exterior cleanliness of the vehicle.
- Fuels the vehicle. Monitors fluid levels (e.g., oil, windshield washer, brake, transmission, etc.). Documents fuel consumption and mileage.
- Uses proper protocol when operating communication equipment.
- Practices defensive driving techniques. Complies with all motor vehicle laws (e.g., speed limits, complete stops, etc.). *NOTE:* Safety is the top priority even if delays disrupt the bus schedule.
- Reports all traffic citations, accidents, or property damage that occurs during the performance of assigned duties. Documents all injuries that require treatment.
- Provides dependable service. Maintains established routes and time schedules. Suggests route modifications that improve efficiency. Transports only authorized passengers. Reports road hazards or other problems that may interfere with pupil transportation services.
- Directs passenger loading/unloading. Operates the wheelchair lift. Checks seat belts. Secures wheelchairs and other assistance/mobility equipment before the bus starts. Reports unsafe or defective equipment.
- Communicates bus rules to students. Assumes full responsibility for monitoring and controlling student conduct on the bus. Completes disciplinary forms and keeps supervisors informed about persistent behavior problems.
- Picks up and unloads students only at approved stops. Keeps route sheets up-to-date.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Provides assistance as needed when aware of passengers with medical/health considerations.
- Follows district field trip procedures. Remains available to staff/students during trips as instructed.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.

- Attempts to identify and report vehicles that fail to comply with traffic regulations (e.g., failure to stop for flashing bus lights, passing in prohibited zones, etc.).
- Participates in the district's bus safety program as directed.
- Conducts emergency evacuation drills that comply with current state standards.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Duties when not assigned to a specific route:
  - Assist Transportation/Maintenance Supervisors as directed
  - Assist mechanics with parts pick-up or other activities
  - Provide cleaning services for buses or facility as needed
  - Manage any other tasks that may develop during the day
- Performs other specific job-related duties as directed.

Abilities Required

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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Rev. 09/18

NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE SUPERVISOR** **File 801**

Reports to: Superintendent

Job Objective: Plans, delivers, assesses, and oversees ongoing improvement of food service operations.

Minimum Qualifications:

- High school diploma. Post-secondary food service training or work experience is desirable.
- Serve Safe Food Protection Manager Certification.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food service operations (e.g., staffing, menu planning, purchasing, food production, record keeping, etc.). Markets the program to maximize profits. Monitors customer satisfaction.
- Serves as an active member of the management team. Upholds board policies. Implements administrative guidelines/procedures.
- Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Encourages innovations. Analyzes data to improve cafeteria operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Manages cost-control programs. Obtains price quotes. Prepares comparative data (e.g., quality, warranties, discounts, delivery dates, etc.). Approves invoices for payment. Prepares revenue/expense projections. Maintains accurate inventory records.
- Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Promotes professionalism. Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Publishes menus. Makes available a variety of food choices that appeal to consumer preferences.
- Manages food preparation activities. Ensures that lunches meet USDA child nutrition guidelines.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Helps staff as needed to meet established schedules. Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Oversees the cleaning/sanitization of equipment and the storage/disposal of leftover food.
- Processes applications and records for free and reduced-cost lunch programs.
- Accounts for all lunches. Prepares/makes bank deposits. Submits records to the treasurer's office.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Ensures that the kitchen and storage areas are secured at the end of the workday.

- Identifies food service maintenance needs and prepares work orders.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require treatment.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **CASHIER** **File 802**

Reports to: Food Service Supervisor

Job Objective: Operates the cafeteria cash register. Prepares an accounting of daily receipts.

Minimum Qualifications:
- High school diploma or equivalent.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to the food service supervisor.
- Assists as needed to facilitate community participation in school activities.
- Performs cashier duties. Prepares the cash register or point of sale (POS) system before the lunch period starts. Ensures that money is exchanged correctly. Does not leave cash unattended.
- Uses the list provided by the food service supervisor to verify free and reduced-cost meals.
- Accounts for all lunches. Accepts charges following district guidelines. Prepares a separate record of charges collected. Records unpaid charges at the end of each day.
- Counts/wraps money. Prepares/makes bank deposits. Submits records to the food service supervisor.
- Cross-trains with other staff as directed. Assists with unexpected/urgent situations as needed.
- Performs assigned cafeteria duties (e.g., washing tables, picking up trash, sweeping floors, restocking vending machines and/or other dispensers, etc.).
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Keeps supervisors informed about persistent behavior problems.
- Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COOK** **File 803**

Reports to: Head Cook

Job Objective: Prepares and serves meals. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

Minimum Qualifications:

- High school diploma or equivalent.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Food production skills and the ability to prepare standardized recipes using commercial kitchen equipment. Successful completion of a board-approved sanitation/food safety course.
- Ability to comply with nutrition, health, and safety laws/regulations.
- Ability to accurately measure, weigh, and adjust recipe ingredients.
- Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to the food service supervisor.
- Assists as needed to facilitate community participation in school activities.
- Cross-trains with other staff as directed. Assists with unexpected/urgent situations as needed.
- Uses standardized recipes to maintain quality control. Monitors production sheets.
- Monitors compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Follows the published menus. Prepares meals for students with dietary restrictions as directed.
- Carefully uses products and supplies to control costs and reduce waste. Records food usage on production records. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Follows established sanitization procedures to properly wash dishes in three compartment sink. Washes all cookware (e.g., pots, pans, trays, cutlery etc.).
- Cleans/sanitizes work surfaces, equipment, serving lines, floors, dining tables, etc. as directed.
- Ensures that leftover food, kitchen supplies, and equipment are properly stored.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Secures equipment/work areas as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Prepares for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.
- Reacts productively to interruptions and changing conditions.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **HEAD COOK** **File 804**

Reports to: Food Service Supervisor

Job Objective: Directs the preparation of food. Maintains high standards that support the effective delivery of quality food services. Maintains an orderly and sanitary kitchen.

Minimum Qualifications:

- High school diploma. Post-secondary food service training or work experience is desirable.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Food production skills and the ability to prepare standardized recipes using commercial kitchen equipment. Successful completion of a board-approved sanitation/food safety course.
- Ability to monitor and manage compliance with nutrition, health, and safety laws/regulations.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Ability to interact comfortably and confidently with the public.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises food preparation activities. Addresses issues that arise during the absence of the food service supervisor. Takes the initiative to perform routine responsibilities independently.
- Keeps the food service supervisor informed about emerging issues.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to the food service supervisor.
- Assists as needed to facilitate community participation in school activities.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Helps food service supervisor evaluate operational performance to ensure that food service programs are effective.
- Maintains accurate inventory records. Monitors the use of products and supplies to control costs and reduce waste. Advises the food service supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Participates in food service staff selection and orientation processes. Ensures the equitable distribution of workloads. Arranges for substitutes during staff absences as needed.
- Promotes professionalism. Trains food service staff in procedures to effectively accomplish assigned duties.
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Follows published menus. Ensures that lunches meet USDA child nutrition guidelines.
- Uses standardized recipes to maintain quality control. Monitors production sheets/work progress.
- Ensures compliance with district specifications and mandated regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.). Monitors temperature controls.
- Addresses the needs of students with health conditions that necessitate dietary modifications.
- Cross-trains with other staff as directed. Assists with unexpected/urgent situations as needed.
- Directs serving line set up activities and the attractive presentation of food. Plans for substitute menu items when demand exceeds supply.
- Cleans/sanitizes work surfaces, equipment, serving lines, kitchen floors, dining tables, etc. as directed.
- Oversees the storage/disposal of leftover food.
- Accounts for all lunches. Prepares bank deposits. Submits records to the food service supervisor.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Helps ensure that the kitchen and storage areas are secured at the end of the workday.
- Identifies maintenance needs and notifies the food service supervisor.

- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports as directed.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Anticipates and prepares for fire, health, and safety inspections. Teaches staff how to operate fire/safety equipment. Documents all injuries that require treatment.
- Supervises the collection, verification, and data entry/recording of program information as directed.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the food service supervisor. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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NORTH FORK LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **FOOD SERVICE WORKER/PERMANENT SUBSTITUTE** **File 805**

Reports to: Food Service Supervisor

Job Objective: Performs a variety of duties that support the effective delivery of quality food services.

Minimum Qualifications:
- High school diploma or equivalent.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Ability to interact comfortably and confidently with the public.
- Ability to prepare standardized recipes using commercial kitchen equipment.
- Ability to comply with nutrition, health, and safety laws/regulations.
- Ability to accurately measure, weigh, and adjust recipe ingredients.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks/confirms assignments. Carefully follows directions. Seeks clarification when expectations or procedures are unclear. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to the food service supervisor.
- Assists as needed to facilitate community participation in school activities.
- Carefully uses products and supplies to control costs and reduce waste. Records food usage on production records. Advises a supervisor about the need for additional supplies.
- Assists with the receipt of deliveries. Follows approved food safety procedures. Verifies quantities. Reports shortages and spoiled products. Organizes, stores, dates, and rotates stock as directed.
- Prepares/cooks food as directed. Complies with district specifications and mandated food service regulations (e.g., hazard analysis of critical control points, portion size, sanitation procedures, etc.).
- Cross-trains with other staff as directed. Assists with unexpected/urgent situations as needed.
- Performs cashier duties when assigned.
- Sets up serving lines. Assists with the attractive presentation of food. Replenishes supplies to maintain an orderly flow of customers. Promptly provides substitute menu items as needed.
- Follows established sanitization procedures to properly wash dishes in three-compartment sink. Washes all cookware (e.g., pots, pans, trays, cutlery etc.).
- Operates the dishwasher. Monitors water temperature to ensure proper sanitizing cycle.
- Cleans/sanitizes work surfaces, equipment, serving lines, floors, dining tables, etc. as directed.
- Stores leftover food, kitchen supplies, and equipment. Secures storage areas as directed.
- Helps with special district events (e.g., banquets, etc.). Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Helps prepare for fire, health, and safety inspections. Learns how to operate fire/safety equipment. Documents all injuries that require treatment.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in aroma, color, taste, and texture.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Performing repetitive tasks for prolonged periods.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the North Fork Local School District Board of Education.

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