

SERVICE PERSONNEL POSITIONS

(As defined in West Virginia Code 18A-1-4)

"Aide I" means a person selected and trained for a teacher-aide classification such as monitor aide, clerical aide, classroom aide or general aide;

(9) "Aide II" means a service person referred to in the "Aide I" classification who has completed a training program approved by the state board, or who holds a high school diploma or has received a general educational development certificate. Only a person classified in an Aide II class title may be employed as an aide in any special education program

(10) "Aide III" means a service person referred to in the "Aide I" classification who holds a high school diploma or a general educational development certificate; and

(A) Has completed six semester hours of college credit at an institution of higher education; or

(B) Is employed as an aide in a special education program and has one year's experience as an aide in special education;

(11) "Aide IV" means a service person referred to in the "Aide I" classification who holds a high school diploma or a general educational development certificate; and

(A) Has completed eighteen hours of State Board-approved college credit at a regionally accredited institution of higher education, or

(B) Has completed fifteen hours of State Board-approved college credit at a regionally accredited institution of higher education; and has successfully completed an in-service training program determined by the State Board to be the equivalent of three hours of college credit;

(12) "Audiovisual technician" means a person employed to perform minor maintenance on audiovisual equipment, films, and supplies and who fills requests for equipment;

(13) "Auditor" means a person employed to examine and verify accounts of individual schools and to assist schools and school personnel in maintaining complete and accurate records of their accounts;

(14) "Autism mentor" means a person who works with autistic students and who meets standards and experience to be determined by the State Board. A person who has held or holds an aide title and becomes employed as an autism mentor shall hold a multiclassification status that includes both aide and autism mentor titles, in accordance with section eight-b of this article;

(15) "Braille specialist" means a person employed to provide braille assistance to students. A service person who has held or holds an aide title and becomes employed as a braille specialist shall hold a multiclassification status that includes both aide and braille specialist title, in accordance with section eight-b of this article;

(16) "Bus operator" means a person employed to operate school buses and other school transportation vehicles as provided by the state board;

(17) "Buyer" means a person employed to review and write specifications, negotiate purchase bids and recommend purchase agreements for materials and services that meet predetermined specifications at the lowest available costs;

(18) "Cabinetmaker" means a person employed to construct cabinets, tables, bookcases and other furniture;

(19) "Cafeteria manager" means a person employed to direct the operation of a food services program in a school, including assigning duties to employees, approving requisitions for supplies and repairs, keeping inventories, inspecting areas to maintain high standards of sanitation, preparing financial reports and keeping records pertinent to food services of a school;

(20) "Carpenter I" means a person classified as a carpenter's helper;

(21) "Carpenter II" means a person classified as a journeyman carpenter;

(22) "Chief mechanic" means a person employed to be responsible for directing activities which ensure that student transportation or other county board-owned vehicles are properly and safely maintained;

(23) "Clerk I" means a person employed to perform clerical tasks;

(24) "Clerk II" means a person employed to perform general clerical tasks, prepare reports and tabulations, and operate office machines;

(25) "Computer operator" means a qualified person employed to operate computers;

(26) "Cook I" means a person employed as a cook's helper;

(27) "Cook II" means a person employed to interpret menus and to prepare and serve meals in a food service program of a school. This definition includes a service person who has been employed as a "Cook I" for a period of four years;

(28) "Cook III" means a person employed to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and repairs for a food service program of a school system;

(29) "Crew leader" means a person employed to organize the work for a crew of maintenance employees to carry out assigned projects;

(30) "Custodian I" means a person employed to keep buildings clean and free of refuse;

(31) "Custodian II" means a person employed as a watchman or groundsman;

(32) "Custodian III" means a person employed to keep buildings clean and free of refuse, to operate the heating or cooling systems and to make minor repairs;

(33) "Custodian IV" means a person employed as a head custodian. In addition to providing services as defined in "Custodian III" duties may include supervising other custodian personnel;

(34) "Director or coordinator of services" means an employee of a county board who is assigned to direct a department or division.

(A) Nothing in this subdivision prohibits a professional person or a professional educator from holding this class title;

(B) Professional personnel holding this class title may not be defined or classified as service personnel unless the professional person held a service personnel title under this section prior to holding the class title of "director or coordinator of services;"

(C) The director or coordinator of services is classified either as a professional person or a service person for state aid formula funding purposes;

(D) Funding for the position of director or coordinator of services is based upon the employment status of the director or coordinator either as a professional person or a service person; and

(E) A person employed under the class title "director or coordinator of services" may not be exclusively assigned to perform the duties ascribed to any other class title as defined in this subsection: *Provided*, That nothing in this paragraph prohibits a person in this position from being multiclassified;

(35) "Draftsman" means a person employed to plan, design and produce detailed architectural/engineering drawings;

(36) "Early Childhood Classroom Assistant Teacher - Temporary Authorization" means a person who does not possess minimum requirements for the permanent authorization requirements, but is enrolled in and pursuing requirements;

(37) "Early Childhood Classroom Assistant Teacher - Permanent Authorization" means a person who has completed the minimum requirements for a state-awarded certificate for early childhood classroom assistant teachers that meet or exceed the requirements for a child development associate. Equivalency for the West Virginia Department of Education will be determined as the child development associate or the West Virginia Apprenticeship for Child Development Specialists;

(38) "Early Childhood Classroom Assistant Teacher - Paraprofessional Certificate" means a person who has completed permanent authorization requirements, as well as additional requirements comparable to current paraprofessional certificate;

(39) "Educational Sign Language Interpreter I" means a person employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who holds the Initial Paraprofessional Certificate - Educational Interpreter pursuant to state board policy;

(40) "Educational Sign Language Interpreter II" means a person employed to provide communication access across all educational environments to students who are deaf or hard of hearing, and who holds the Permanent Paraprofessional Certificate - Educational Interpreter pursuant to state board policy;

(41) "Electrician I" means a person employed as an apprentice electrician helper or one who holds an electrician helper license issued by the State Fire Marshal;

(42) "Electrician II" means a person employed as an electrician journeyman or one who holds a journeyman electrician license issued by the State Fire Marshal;

(43) "Electronic technician I" means a person employed at the apprentice level to repair and maintain electronic equipment;

(44) "Electronic technician II" means a person employed at the journeyman level to repair and maintain electronic equipment;

(45) "Executive secretary" means a person employed as secretary to the county school superintendent or as a secretary who is assigned to a position characterized by significant administrative duties;

(46) "Food services supervisor" means a qualified person who is not a professional person or professional educator as defined in section one, article one of this chapter. The food services supervisor is employed to manage and supervise a county school system's food service program. The duties include preparing in-service training programs for cooks and food service employees, instructing personnel in the areas of quantity cooking with economy and efficiency and keeping aggregate records and reports;

(47) "Foreman" means a skilled person employed to supervise personnel who work in the areas of repair and maintenance of school property and equipment;

(48) "General maintenance" means a person employed as a helper to skilled maintenance employees, and to perform minor repairs to equipment and buildings of a county school system;

(49) "Glazier" means a person employed to replace glass or other materials in windows and doors and to do minor carpentry tasks;

(50) "Graphic artist" means a person employed to prepare graphic illustrations;

(51) "Groundsman" means a person employed to perform duties that relate to the appearance, repair and general care of school grounds in a county school system. Additional assignments may include the operation of a small heating plant and routine cleaning duties in buildings;

(52) "Handyman" means a person employed to perform routine manual tasks in any operation of the county school system;

(53) "Heating and air conditioning mechanic I" means a person employed at the apprentice level to install, repair and maintain heating and air conditioning plants and related electrical equipment;

(54) "Heating and air conditioning mechanic II" means a person employed at the journeyman level to install, repair and maintain heating and air conditioning plants and related electrical equipment;

(55) "Heavy equipment operator" means a person employed to operate heavy equipment;

(56) "Inventory supervisor" means a person employed to supervise or maintain operations in the receipt, storage, inventory and issuance of materials and supplies;

(57) "Key punch operator" means a qualified person employed to operate key punch machines or verifying machines;

(58) "Licensed practical nurse" means a nurse, licensed by the West Virginia Board of Examiners for Licensed Practical Nurses, employed to work in a public school under the supervision of a school nurse;

(59) "Locksmith" means a person employed to repair and maintain locks and safes;

(60) "Lubrication man" means a person employed to lubricate and service gasoline or diesel-powered equipment of a county school system;

(61) "Machinist" means a person employed to perform machinist tasks which include the ability to operate a lathe, planer, shaper, threading machine and wheel press. A person holding this class title also should have the ability to work from blueprints and drawings;

(62) "Mail clerk" means a person employed to receive, sort, dispatch, deliver or otherwise handle letters, parcels and other mail;

(63) "Maintenance clerk" means a person employed to maintain and control a stocking facility to keep adequate tools and supplies on hand for daily withdrawal for all school maintenance crafts;

(64) "Mason" means a person employed to perform tasks connected with brick and block laying and carpentry tasks related to these activities;

(65) "Mechanic" means a person employed to perform skilled duties independently in the maintenance and repair of automobiles, school buses and other mechanical and mobile equipment to use in a county school system;

(66) "Mechanic assistant" means a person employed as a mechanic apprentice and helper;

(67) "Multiclassification" means a person employed to perform tasks that involve the combination of two or more class titles in this section. In these instances the minimum salary scale is the higher pay grade of the class titles involved;

(68) "Office equipment repairman I" means a person employed as an office equipment repairman apprentice or helper;

(69) "Office equipment repairman II" means a person responsible for servicing and repairing all office machines and equipment. A person holding this class title is responsible for the purchase of parts necessary for the proper operation of a program of continuous maintenance and repair;

(70) "Painter" means a person employed to perform duties painting, finishing and decorating wood, metal and concrete surfaces of buildings, other structures, equipment, machinery and furnishings of a county school system;

(71) "Paraprofessional" means a person certified pursuant to section two-a, article three of this chapter to perform duties in a support capacity including, but not limited to, facilitating in the instruction and direct or indirect supervision of students under the direction of a principal, a teacher or another designated professional educator.

(A) A person employed on the effective date of this section in the position of an aide may not be subject to a reduction in force or transferred to create a vacancy for the employment of a paraprofessional;

(B) A person who has held or holds an aide title and becomes employed as a paraprofessional shall hold a multiclassification status that includes both aide and paraprofessional titles in accordance with section eight-b of this article; and

(C) When a service person who holds an aide title becomes certified as a paraprofessional and is required to perform duties that may not be performed by an aide without paraprofessional certification, he or she shall receive the paraprofessional title pay grade;

(72) "Payroll supervisor" means a person employed in the county board office who has primary responsibility for the payroll function and who either has completed twelve college hours of accounting from an accredited institution of higher education or has at least eight years of experience performing progressively difficult accounting tasks. Responsibilities of this class title may include supervision of other personnel;

(73) "Plumber I" means a person employed as an apprentice plumber and helper;

(74) "Plumber II" means a person employed as a journeyman plumber;

(75) "Printing operator" means a person employed to operate duplication equipment, and to cut, collate, staple, bind and shelve materials as required;

(76) "Printing supervisor" means a person employed to supervise the operation of a print shop;

(77) "Programmer" means a person employed to design and prepare programs for computer operation;

(78) "Roofing/sheet metal mechanic" means a person employed to install, repair, fabricate and maintain roofs, gutters, flashing and duct work for heating and ventilation;

(79) "Sanitation plant operator" means a person employed to operate and maintain a water or sewage treatment plant to ensure the safety of the plant's effluent for human consumption or environmental protection;

(80) "School bus supervisor" means a qualified person:

(A) Employed to assist in selecting school bus operators and routing and scheduling school buses, operate a bus when needed, relay instructions to bus operators, plan emergency routing of buses and promote good relationships with parents, students, bus operators and other employees; and

(B) Certified to operate a bus or previously certified to operate a bus;

(81) "Secretary I" means a person employed to transcribe from notes or mechanical equipment, receive callers, perform clerical tasks, prepare reports and operate office machines;

(82) "Secretary II" means a person employed in any elementary, secondary, kindergarten, nursery, special education, vocational, or any other school as a secretary. The duties may include performing general clerical tasks; transcribing from notes; stenotype, mechanical equipment or a sound-producing machine; preparing reports; receiving callers and referring them to proper persons; operating office machines; keeping records and handling routine correspondence. Nothing in this subdivision prevents a service person from holding or being elevated to a higher classification;

(83) "Secretary III" means a person assigned to the county board office administrators in charge of various instructional, maintenance, transportation, food services, operations and health departments, federal programs or departments with particular responsibilities in purchasing and financial control or any person who has served for eight years in a position which meets the definition of "secretary II" or "secretary III";

(84) "Sign Support Specialist" means a person employed to provide sign supported speech assistance to students who are able to access environments through audition. A person who has held or holds an aide title and becomes employed as a sign support specialist shall hold a multi-classification status that includes both aide and sign support specialist titles, in accordance with section eight-b of this article.

(85) "Supervisor of maintenance" means a skilled person who is not a professional person or professional educator as defined in section one, article one of this chapter. The responsibilities include directing the upkeep of buildings and shops, and issuing instructions to subordinates relating to cleaning, repairs and maintenance of all structures and mechanical and electrical equipment of a county board;

(86) "Supervisor of transportation" means a qualified person employed to direct school transportation activities properly and safely, and to supervise the maintenance and repair of vehicles, buses and other mechanical and mobile equipment used by the county school system. After July 1, 2010, all persons employed for the first time in a position with this classification title or in a multi-classification position that includes this title shall have five years of experience working in the transportation department of a county board. Experience working in the transportation department consists of serving as a bus operator, bus aide, assistant mechanic, mechanic, chief mechanic or in a clerical position within the transportation department;

(87) "Switchboard operator-receptionist" means a person employed to refer incoming calls, to assume contact with the public, to direct and to give instructions as necessary, to operate switchboard equipment and to provide clerical assistance;

(88) "Truck driver" means a person employed to operate light or heavy duty gasoline and diesel-powered vehicles;

(89) "Warehouse clerk" means a person employed to be responsible for receiving, storing, packing and shipping goods;

(90) "Watchman" means a person employed to protect school property against damage or theft. Additional assignments may include operation of a small heating plant and routine cleaning duties;

(91) "Welder" means a person employed to provide acetylene or electric welding services for a school system; and

(92) "WVEIS data entry and administrative clerk" means a person employed to work under the direction of a school principal to assist the school counselor or counselors in the performance of administrative duties, to perform data entry tasks on the West Virginia Education Information System, and to perform other administrative duties assigned by the principal.

SUMMERS COUNTY SCHOOLS
SERVICE PERSONNEL POSITIONS

Accountant/Accounts Payable Coordinator

Aide II, III and IV

Aide/Early Childhood Classroom Assistant Teacher

Aide/Educational Interpreter

Bus Driver

Chief Mechanic

Cook I, II, III and Cafeteria Manager

Custodian I, II, III and IV

Executive Secretary/Certification Coordinator

Executive Secretary/Curriculum Coordinator

Maintenance

Maintenance Supervisor

Mechanic

Secretary II and III

Transportation Supervisor

Warehouse Clerk

SUMMERS COUNTY SCHOOLS
PROFESSIONAL ADMINISTRATIVE PERSONNEL POSITIONS

Superintendent

Director of Student Services

Director of Attendance, Facilities, Technology and Testing

Director of Federal Programs and Curriculum

Principal

Assistant Principal

Treasurer/Business Manager

Coordinator of Accounting Services

PROFESSIONAL POSITIONS

Athletic Director

Athletic Trainer

Career Technical Teacher

Counselor

Coach

Nurse

Reading Mentor Coach

Teacher

Technology Integration Specialist

Title I Reading/Math Teacher

Title: Aide or Aide/Bus Monitor

Qualifications: High School Graduate or GED.

Physically fit to perform duties.

Pass competency test pursuant to 18A-4-8c

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1

Successfully complete and be certified in Phase I training in health care procedures and any Phase II procedures that are required to be performed.

Responsible to: Supervising teacher, building principal, transportation supervisor (when assigned as a bus aide) or appropriate county supervisor.

Job Responsibilities:

Assist the teacher in instructional activities as directed.

Share in the responsibility of protecting students, equipment, materials and facilities.

If assigned as a bus aide, supervise assigned student(s) when getting on, off and riding bus.

Maintain positive work habits.

Perform duties efficiently and productively.

Maintain and/or upgrade skills.

Performs specialized health care procedures, as needed

Perform any and all other job related duties as assigned by the classroom teacher, principal, appropriate county director or superintendent.

Terms of Employment: Salary state scale. 200 days.

Evaluation: Performance will be evaluated by the building principal or, in if assigned only as bus aide, by the transportation supervisor.

Title: Chief Mechanic

QUALIFICATIONS: High School graduate or equivalent

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

Hold Class B CDL Commercial Driver's License, with P and S endorsements.

RESPONSIBLE TO: Transportation Supervisor

PERFORMANCE RESPONSIBILITIES:

Diagnose and repair mechanical, electrical and diesel engine defects in buses and other automotive equipment by using electronic computer based diagnostic equipment.

Overhaul and rebuild diesel engines, transmissions, differentials, brake systems and other major components by repair and replacement of parts.

Repair and rebuild generators, alternators and all other electrical components utilizing testing devices and machine equipment, as required.

Perform general tune-ups, utilizing diagnostic equipment.

Make roadside repairs, as required.

Repair and replace seats, glass, sheet metal, latches and other body components and assemblies.

Change oil and filters; install antifreeze and snow chains; repair tires; adjust brakes; lubricate chassis, wheel bearings and other assemblies, as required.

Perform all required preventive maintenance and regular bus safety inspections.

Operate battery chargers, valve re-facing and reseating machines, compression gauges, torque wrenches, welding equipment, grinders, reamers, timing lamps, hoists, jacks, presses, headlight adjustment machines, air wrenches, small lathes, spark plug testers and other equipment for performing repair and maintenance of motor vehicles.

Assist in cleaning and organizing the shop, parts room and other maintenance facilities
Complete vehicle maintenance forms and records.

Supervise and work with mechanics.

Perform any and all other job related duties assigned by the Transportation Supervisor and/or Superintendent.

TERMS OF EMPLOYMENT: Salary will be state scale plus \$1000.00 per year supplement.

Employment term will be 240 days, unless altered per contract by the Board of Education.

EVALUATION: Evaluated by the Transportation Supervisor or appropriate county office personnel.

Title: Mechanic

QUALIFICATIONS:

High school graduate or equivalent.

Hold Class "B" CDL with P and S endorsements, must have or complete within one year.

Must complete Bus Operator class within one year.

General experience in service station-type automotive maintenance, plus related experience on buses, trucks or other heavy duty vehicular equipment.

Be in good physical condition.

Ability to work under pressure.

Ability to communicate with staff.

Criminal Background Check conducted pursuant to Summers County Board Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Chief Mechanic and Transportation Supervisor

PERFORMANCE RESPONSIBILITIES:

Assist Chief Mechanic in overhaul, rebuilding and replacing major assemblies and components.

Lubricate buses and other automotive equipment to include chassis lube, oil and filter changes, gearbox fill or drain and flush, wheel bearing pack and all other lubricating and air cleaner service procedures, as required.

Verify operational safety of equipment and devices, such as brakes, clutch, lamps, mirrors, glass, fire extinguishers, first aid kits, highway warning kits, horn, warning lamps and buzzers, emergency exits, wipers, signs, tires, etc.

Change and repair tires, perform complete battery service and brake adjustments.

Install antifreeze; service cooling systems; inspect and replace hoses, caps valves etc.

Make minor repairs by replacing lamps, spark plugs, ignition parts, patches and switches, as required.

Operate lubrication equipment, hoist, compressor, battery charger, diagnostic equipment, headlight adjustment machine, alignment board, spark plug tester, drills, presses, air wrenches and other tools and equipment, as required in the performance of assigned duties.

Perform any and all other job related duties assigned by the Chief Mechanic, Transportation Supervisor and/or Superintendent.

Terms of Employment: Salary will be state scale-pay grade "F".

Employment term will be 240 days, unless altered per contract by the Board of Education.

EVALUATION: Evaluation will be performed by the Transportation Supervisor or appropriate county office personnel.

POSITION: Supervisor of Maintenance

QUALIFICATIONS: High School graduate or GED

Satisfactory record of work experience

Physically fit to perform duties

Possesses valid CDL license or be able to obtain C

Criminal Background Check conducted pursuant to Summers County Board Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

Proficient in use of Microsoft Office

Due to the importance of assuring the safety of students and staff,

Experience and certification in the following areas will be considered when evaluating qualifications: carpentry, electrician, general maintenance, heating and air conditioning mechanic, mason, plumber, roofing, sheet metal mechanic, refrigeration, electronic technician

RESPONSIBLE TO: Director of Facilities

PERFORMANCE RESPONSIBILITIES:

Repairs and maintains equipment and buildings

Delivers and unloads supplies and equipment necessary for maintaining and repairing equipment and buildings

Give proper notifications to building supervisor as to repairs needed or completed

Completes maintenance work order forms as requested by supervisor

Maintain daily log of work planned and work completed

Maintains positive work habits

Performs duties efficiently and productively

Maintains and/or upgrades skills

Performs any and all other job related duties as assigned by the Director of Facilities or Superintendent

TERMS OF EMPLOYMENT: State salary scale H plus \$500.00 per month supplement.

Employment term will be 240 days, unless altered per contract by the Board of Education.

EVALUATION: Evaluated by the Director of Facilities.

POSITION: Aide/Early Childhood Classroom Assistant Teacher

QUALIFICATIONS: High School graduate or GED

Applicants will be considered in the order outlined in 18A-4-8b

Must have or be willing to obtain one of the following:

1. A Child Development Associate (CDA),
2. Apprenticeship in Child Development Specialist (ACDS) Certification, or
3. ELearn Early Childhood Classes Program.

Criminal Background Check conducted pursuant to Summers County Board Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

Successfully complete and be certified in Phase I training in health care procedures and any Phase II procedures they are required to perform.

RESPONSIBLE TO: Supervising Teacher, Building Principal or appropriate county director

PERFORMANCE RESPONSIBILITIES:

Assist the teacher in instructional activities as directed.

Share in the responsibility of protecting students, equipment, materials and facilities.

Performs limited rotating supervisory duties not related to instruction.

Maintain positive work habits.

Perform duties efficiently and productively.

Maintains and/or upgrades skills.

Performs specialized health care procedures, as needed

Performs any and all other job related duties as assigned by teacher, principal or Superintendent.

TERMS OF EMPLOYMENT: State salary scale. 200 days.

EVALUATION: Evaluated by the principal.

POSITION: Accountant III/Accounts Payable Coordinator

QUALIFICATIONS: High School Graduate or equivalent

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e.

Successful accounting experience.

RESPONSIBLE TO: Business Manager

PERFORMANCE RESPONSIBILITIES:

Enter purchase orders.

Pay invoices.

Receipt all deposits.

Places orders.

Coordinates spring order and distributes to schools.

Prepares invoices.

Other job related duties assigned by the business manager or superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 240 days, unless altered per contract by the Board of Education.

EVALUATION: Evaluated by the Business Manager.

POSITION: Secretary I, II, III

QUALIFICATIONS: High School Graduate or equivalent.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e.

RESPONSIBLE TO: Principal, Director or Superintendent

PERFORMANCE RESPONSIBILITIES:

Act as receptionist for incoming public and telephone calls

Type, file and distribute a wide variety of correspondence

Maintain records.

Organize and prepare materials for meetings.

Accurately record financial activities.

Sort and distribute incoming and outgoing mail.

Enter, maintain and retrieve computer documents.

Prepare and proofread correspondence, reports, charts, expense forms, booklets, purchase orders, business forms, certificates, etc.

Maintain confidentiality.

Maintain positive work habits.

Maintain and/or upgrade skills.

Perform any and all other job related duties as assigned by immediate supervisor or superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by immediate supervisor (Principal, Assistant Principal, Director or Superintendent).

POSITION: Executive Secretary/Certification Coordinator

QUALIFICATIONS: High School Graduate or equivalent.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.
Pass competency test pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

Act as receptionist for incoming public and telephone calls
Type, file and distribute a wide variety of correspondence

Maintain records.

Organize and prepare materials for meetings.

Maintain board policies and website.

Maintain school directory.

Maintain student out of county and in county request data base.

Maintain employee handbook and personnel data base.

Job posting, including the professional posted report.

Update and distribute substitute lists.

Board and Principal Meeting agendas and minutes.

Contracts for all personnel.

Certification

Sort and distribute incoming and outgoing mail.

Enter, maintain and retrieve computer documents.

Prepare and proofread correspondence, reports, charts, expense forms, booklets, purchase orders, business forms, certificates, etc.

Maintain confidentiality.

Maintain positive work habits.

Maintain and/or upgrade skills.

Perform any and all other job related duties as assigned by superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 240 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Superintendent.

POSITION: Executive Secretary/Curriculum Coordinator

QUALIFICATIONS: High School Graduate or equivalent.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1

Pass competency test pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Curriculum Director

PERFORMANCE RESPONSIBILITIES: Act as receptionist for incoming public and telephone calls
Type, file and distribute a wide variety of correspondence

Maintain records.

Organize and prepare materials for meetings.

Sort and distribute incoming and outgoing mail.

Enter, maintain and retrieve computer documents.

Secretarial duties related to Transportation.

Secretarial duties related to Federal Programs and Grants.

Secretarial duties related to Curriculum and Instruction.

Update county website.

Design and distribute school calendar.

Maintain staff development records.

Maintain textbook records and inventory.

Prepare and proofread correspondence, reports, charts, expense forms, booklets, purchase orders, business forms, certificates, etc.

Maintain confidentiality.

Maintain positive work habits.

Maintain and/or upgrade skills.

Perform any and all other job related duties as assigned by immediate supervisor or superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 240 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Director of Curriculum and Instruction.

POSITION: Cook I ,II, III or Cafeteria Manager

QUALIFICATIONS: High School Graduate or equivalent.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Principal, Assistant Principal

PERFORMANCE RESPONSIBILITIES:

Performs the following duties according to classification:

- A. Cook I
 1. Helps prepare and serve meals, wash all cooking and serving utensils.
 2. Cleans work areas and equipment.
 3. Attends Food Handler’s School and required inservice training sessions.
- B. Cook II
 1. Perform duties of Cook I.
 2. Interprets menus
 3. Prepares and serves meals.
- C. Cook III
 1. Perform duties of Cook I and II
 2. Maintains accurate records as required by federal, state and county policies and regulations
 3. Keeps inventory of feeds and other supplies
 4. Keeps point of service tallies
 5. Orders foods and supplies according to county, state and federal policies and regulations
 6. Follow the HACCP-Based Standard Operating Procedures.
- D. Cafeteria Manager
 1. Perform duties of Cook I,II and III, as needed.
 2. Assign duties to cooks
 3. Approve requisitions for supplies and repairs.
 4. Keep inventories.
 5. Inspect areas to maintain high standards of sanitation.
 6. Prepare financial reports.
 7. Keep records pertinent to food service.

Maintain positive work habits.

Performs duties efficiently and productively.

Maintain and/or upgrade skills.

Performs any and all other job related duties as assigned by the Assistant Principal, Principal, Director of Child Nutrition and/or Superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Principal or Assistant Principal.

POSITION: Custodian I, II, III or IV

QUALIFICATIONS: High School Graduate or equivalent

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Principal, Assistant Principal, Director of Facilities

PERFORMANCE RESPONSIBILITIES:

1. Perform the following duties according to classification:

A. Custodian I

1. Independently keep building clean, sanitary and in orderly condition.
2. Accept written or oral instructions pertaining to custodial responsibilities, including moving furniture, transporting teaching supplies and equipment.

B. Custodian II

1. Perform duties of Custodian I.
2. Acts as watchman and/or groundsman.

C. Custodian III

1. Perform duties of Custodian I and II.
2. Make Minor repairs to facilities and equipment.
3. Remove snow as assigned.
4. Operate heating, cooling, lighting and electrical controls as specified or required.
5. Perform routine lubrication services and minor preventative maintenance services.
6. Inspect building and report deficiencies.
7. Keep track of supplies and make necessary orders for supplies.
8. Maintain records as required by the county.

D. Custodian IV

1. Perform duties of Custodian I, II and III.
2. Supervise other custodians.

Maintain positive work habits.

Perform duties efficiently and productively.

Maintain and/or upgrade skills.

Performs any and all other job related duties as assigned by the Custodian IV, Assistant Principal, Principal, Director of Facilities and/or Superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Principal/ Assistant Principal or Director of Facilities.

POSITION: Warehouse Clerk

QUALIFICATIONS: High School Graduate or equivalent.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Director of Facilities

PERFORMANCE RESPONSIBILITIES:

Load and unload goods using appropriate material handling equipment.

Record any discrepancies or damage on packing slip, bill or purchase order and give it to the supervisor or purchasing department.

Mark incoming items with description, purchase order number, etc.

Safely operate material handling equipment.

Maintain up-to-date receiving and shipping logs.

Physically inventory all goods and supplies.

Fill requisitions and deliver them as directed.

Request purchase orders for goods and supplies to maintain operating inventory levels.

Demonstrate basic math skills.

Ship goods using appropriate packaging methods and materials to prevent damage.

Develop and maintain master warehouse location plan.

Performs any and all other job related duties as assigned by Director of Facilities, Director of Child Nutrition and/or Superintendent.

TERMS OF EMPLOYMENT: State salary scale

Employment term will be 230-½ days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Director of Facilities.

POSITION: Maintenance

QUALIFICATIONS: High School Graduate or equivalent.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Maintenance Supervisor and/or Director of Facilities

PERFORMANCE RESPONSIBILITIES:

Repairs and maintains equipment and buildings

Delivers and unloads supplies and equipment necessary for maintaining and repairing equipment and buildings.

Give proper notifications to building supervisor as to repairs needed or completed.

Completes maintenance work order forms as requested by supervisor.

Maintains positive work habits.

Performs duties efficiently and productively.

Maintains and/or upgrades skills.

Performs any and all other job related duties as assigned by the Maintenance Supervisor, Director of Facilities or Superintendent.

TERMS OF EMPLOYMENT: State salary scale

Employment term will be 240 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Supervisor of Maintenance or Director of Facilities.

POSITION: Supervisor of Transportation

QUALIFICATIONS: High School Graduate or equivalent

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e

Possess recognizable leadership skills

Has working knowledge of school bus transportation or motor fleet management

Managerial and/or supervisory experience preferred

Have or be able to obtain CDL

RESPONSIBLE TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

Provide instruction in preservice, first aid, in-service and other appropriate areas for transportation personnel.

Direct and evaluate bus routes for the most efficient transportation of students.

Supervise maintenance of buses and arrange the four annual school bus inspections

Assist in bidding and analyzing bids for new buses; recommend types of buses to be purchased to meet needs

Investigate all accidents and make proper reports

Possess a thorough knowledge of laws and regulations concerning school buses, and keep abreast of any changes

Arrange curricular and extracurricular bus transportation when needed

Assist the superintendent in decision making concerning the closing of school due to inclement weather

Maintain an adequate supply of fuel

Call substitutes for drivers and bus aides

Provide leadership and support to all personnel, students and schools in his/her area of responsibility

Establish good public and employee relations

Maintain professional work habits

Maintain and/or upgrade professional skills

Evaluate all transportation personnel

Performs any and all other job related duties as assigned by the Superintendent

TERMS OF EMPLOYMENT: State salary scale plus supplement to be determined by Board of Education.

Employment term will be 240 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Superintendent.

POSITION: Bus Operator

QUALIFICATIONS: High School Graduate or equivalent

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e.

Physically fit, according to the WV School Transportation regulation.

Satisfactory driving record with the WV Department of Safety, including all qualifications set forth in the WV School Transportation regulations.

Hold Commercial Driver's License.

RESPONSIBLE TO: Supervisor of Transportation

PERFORMANCE RESPONSIBILITIES:

Drive his/her school bus over the established route every day that school is in session, according to his/her schedule, picking up and discharging students at their designated stops.

Comply with West Virginia School Transportation Regulations.

Comply with the Summers County Board of Education Transportation Policy.

Report to schools served and the transportation office by phone, as soon as possible, when bus won't be making its run.

Work cooperatively with principals and teachers.

Report to the proper authority all accidents, break downs, discipline problems and any other problems.

Performs any and all other job related duties as assigned by the Supervisor of Transportation or the Superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Supervisor of Transportation.

POSITION: Aide/Educational Interpreter

QUALIFICATIONS: High School Graduate or equivalent

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

Pass competency test pursuant to WV Code 18A-4-8e.

Successfully complete and be certified in Phase I training in health care procedures and any Phase II procedures he/she is required to perform

Paraprofessional Certificate for Educational Sign Language Interpreter I or II (See WV State Board Policy 5202.)

Must be registered with the WV Commission for the Deaf & Hard of Hearing.

RESPONSIBLE TO: Supervising Teacher, Assistant Principal or Principal

PERFORMANCE RESPONSIBILITIES:

Work under the direction and supervision of the teacher to whom assigned.

Interpret for students utilizing the students preferred mode of communication.

Provide interpreting during the school day in academic and non-academic settings with staff, peers and other students who are deaf or hard of hearing.

Confer with educators to plan for interpreting.

Demonstrate and understand the educational process of interpreting by attending county provided interpreter training during staff development.

To assist students who are deaf or hard of hearing and perform other related duties which benefit the students.

Demonstrate professionalism in all interactions with individuals unfamiliar with the educational setting.

Interpret auditory and signed information which includes environmental sounds, teacher instruction, student questions and peer communication as described in Code of Ethics for Educational Interpreters.

Attend student's IEP Team meeting in order to provide information about the student's communication abilities and need.

Perform any and all other job related duties as assigned by the classroom teacher, assistant principal, principal, appropriate director or superintendent.

TERMS OF EMPLOYMENT: State salary scale.

Employment term will be 200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by Assistant Principal or Principal.

POSITION: Superintendent

QUALIFICATIONS: Required State Certification

Masters Degree in School Administration

Superintendent Certification (WV Code 18-4-2)

Successful experience as an educational leader and administrator

A minimum of five (5) years of successful administrative experience in public schools preferred

Central office experience preferred

It is not necessary that an applicant, at the time of application, be a resident of Summers County. However, the applicant who is awarded the position must, during his or her tenure as superintendent, be a bona fide resident and a qualified voter of Summers County or a contiguous county.

Must meet the requirements of WV Code 18-4-2

RESPONSIBLE TO: Summers County Board of Education

PERFORMANCE RESPONSIBILITIES:

Assume all duties ascribed to him/her by West Virginia State Law, 18-4-10 and 18-4-11.

Provide leadership and support to all personnel, students and schools.

Establish and implement an improvement process for Summers County Schools.

Establish good public and employee relations.

Maintain professional work habits.

Maintain and upgrade his/her own professional skills.

Evaluate all personnel as ascribed to him/her by this policy.

Assume all duties and responsibilities as directed by the Summers County Board of Education.

TERMS OF EMPLOYMENT: 240 DAYS, term determined by WV Code 18-4-1. Salary set by Summers County Board of Education.

EVALUATION: Evaluated by the Summers County Board of Education.

POSITION: Business Manager/Treasurer

QUALIFICATIONS: Must hold BS Degree in Accounting or in Business with concentration in Accounting.

Certified Public Accounting Degree required.

Masters Degree preferred.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

- Be the chief fiscal officer for the school system.
- Establish and supervise the accounting system for Summers County Schools.
- Apply sound principles of debt service and capital fund management in coordinating the financial plan of the local school district.
- Implement purchasing procedures which are designed to utilize the educational dollar to gain the maximum in educational experiences.
- Utilize data processing to provide better and more complete accounting records.
- Assist in obtaining educational funds from private foundations, from state education agencies or from federal government sources.
- Maintain and plan the budget and all financial records for the Summers County School system.
- Perform all duties related to the function of Business Manager/Treasurer as outlined in handbooks of the state and local boards of education.
- Provide leadership and support in his/her area(s) of responsibility.
- Establish good public and employee relations.
- Maintain professional work habits.
- Maintain and upgrade his/her own professional skills.
- Evaluate all personnel as ascribed to him/her by policy.
- Assume all related duties and responsibilities as directed by the Superintendent.
- Provide purpose and direction for schools/county.
- Manage consensus and group behaviors.
- Enhance quality of total school/county organization.
- Organize and delegate accomplish goals.
- Communicate effectively.

TERM OF EMPLOYMENT: 240 DAYS-Salary to be determined by Board of Education.

EVALUATION: Evaluated by the Superintendent

POSITION: Director of Student Services

QUALIFICATIONS: Masters Degree in Administration or have an Administrative Certificate.

Teaching and administrative experience.

Have (or be willing to obtain) certification as School Nutrition Director.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

Provide leadership and support to all personnel, students, and schools in his/her area(s).

Establish good public and employee relations.

Maintain professional work habits.

Maintain and upgrade his/her professional skills

Evaluate all personnel ascribed to him/her by policy

Update county policies in all areas of responsibility.

Serve as the Special Education Director and shall:

- A. Develop annual Special Education Project Application for State and Federal Entitlement Funds and submit to the superintendent and the WV Department of Education.
- B. Monitor Special Education and Title VI-B programs.
- C. Prepare and submit December 1, Child Count Report to the WV Department of Special Education.
- D. Prepare and submit Second Month Special Education Report to the WV Department of Education.
- E. Prepare and submit other reports concerning Special Education.
- F. Prepare and monitor Special Education Budget(s).
- G. Maintain Special Education records.
- H. Keep abreast of regulations concerning Special Education and inform county administrators.
- I. Attend appropriate meetings etc., as needed.

- J. Conduct orientation and in-service training for Special Education personnel
- K. Assist in the search and hiring of Special Education personnel as appropriate.

Serve as **Purchasing Director** and shall:

- A. Operate the purchasing office in accordance with the West Virginia State Board of Education Policy 8200, Purchasing Policy and Procedures Policy Manual and the policies of the Summers County Board of Education.
- B. Approve and log all requisitions.
- C. Sign all purchase orders.
- D. Prepare and advertise all bids.
- E. Conduct auctions including internet auctions.
- F. Report to the board of education all bidding results and recommend all related expenditures.

Serve as **Director of Child Nutrition** and shall:

- A. Coordinate activities necessary to operate the Child Nutrition Program in accordance with Federal and State Regulations.
- B. Operate the program within the limits of available funds.
- C. Plan menus.
- D. Order food and supplies.
- E. Send monthly reports to the WV Department of Education.
- F. Provide training for food service personnel.

Serve as **Coordinator for section 504 of the Rehabilitation Act.**

Serve as the **Title IX/Sex Equity Coordinator.**

Serve as the **Limited/English Proficiency Coordinator.**

Assume all other related duties and responsibilities as directed by the superintendent.

TERMS OF EMPLOYMENT: 240 days. State Scale plus supplement to be determined by Board of Education.

EVALUATION: Evaluated by the superintendent.

POSITION: Director of Attendance and Facilities

Coordinator of Technology, Testing, and Public Relations

QUALIFICATIONS:

Masters Degree in Administration or have an Administrative Certificate.

Teaching and administrative experience.

Certification for school social work and attendance.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

Shall serve as **Attendance Director** as required by state code and shall:

1. Complete CA2.
2. Prepare legal notices.
3. Attend court proceedings.
4. Complete driver's license forms.
5. Prepare DHHR notifications.
6. Register home school students & homeschool students.

Shall serve as **Director of Facilities** and shall:

1. Establish and operate procedures for disposal of property declared surplus by the administration or the Summers County Board of Education.
2. Coordinate and organize the maintenance of facilities for Summers County School in accordance with the WV State Department of Education's Handbook on Planning School Facilities and other regulatory agencies as funds become available for that purpose.
3. Seek funding for the purpose of maintaining and improving the school facilities of Summers County.
4. Eliminate deficiencies of the school facilities of Summers County as noted in various reports by the regulatory agencies such as, but not limited to, the Summers County Health Department, the WV State Fire Marshall, and the WV State Board of Risk and Insurance Management as funds become available for this purpose.
5. Operate procedures for reporting maintenance problems at each school and monitoring the resolution of the problem.
6. Establish and operate preventive maintenance procedures for facilities in such a

- manner that maintenance problems decrease.
7. Act as asbestos coordinator for Summers County Schools.
 8. Write and manage Comprehensive Educational Facilities Plan.
 9. Evaluate county maintenance department employees.
 10. Administer "ACAMS".

Shall serve as **Public Relations Coordinator** and shall:

1. Attend school functions and write articles for local newspapers.
2. Publish and disseminate to county residents a yearly newsletter.
3. Update and disseminate county policies as needed and place current policies on the county web site.

Shall serve as **Technology Coordinator** and shall:

1. Coordinate the WV Department of Education's Computer Education Programs.
2. Apply for and manage grant monies.
3. Write and update the county technology plan.
4. Apply for and coordinate the Federal Communications Commission/Schools and Libraries Division E-Rate Program.
5. Monitor technology labs.
6. Attend WVEIS WOW & Office 365 training offered by RESA I and the WV State Department of Education.
7. Train county staff in the use of WVEIS WOW & Office 365 as needed.
8. Update the county's web site.
9. Meet with and update Technology Integration Specialists.

Shall serve as **Testing Coordinator** and shall:

1. Maintain an inventory of testing materials in a secure location.
2. Provide to the WV Department of Education requested information.
3. Disseminate testing materials to schools.
4. Disseminate testing results to schools and maintain a county level file of testing results.
5. Oversee the administration of state required testing.
6. Complete state reports as necessary.
7. Attend training for the administration of state required testing.
8. Conduct testing training for personnel responsible for administering state required testing.
9. Arrange for and coordinate GED activities.

Perform any and all other job related duties assigned by the Superintendent.

TERMS OF EMPLOYMENT: 240 days. State Scale plus supplement to be determined by Board of Education.

EVALUATION: Evaluated by the superintendent.

POSITION: Director of Federal Programs, Grants, Curriculum and Instruction

QUALIFICATIONS: Masters Degree in Administration or have an Administrative Certificate Teaching and administrative experience.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

Provide leadership and support to all personnel, students and schools in his/her area(s).

Establish good public and employee relations.

Maintain professional work habits.

Maintain and upgrade his/her professional skills.

Evaluate all personnel ascribed to him/her by policy.

Provide purpose and direction for schools/county.

Demonstrate cognitive skills to gather, analyze and synthesize information to reach goals.
Manage consensus and group behaviors.

Enhance the quality of total school/county organizations.

Organize and delegate to accomplish goals.

Communicate effectively.

Update county policies in all areas of responsibility.

The Director of Federal Programs, Grants, Curriculum and Instruction shall serve as the director of the following programs and grants:

- A. Title I (including PRICE)
- B. Title II
- C. Title VI
- D. Career/Technical
- E. Alternative Grant
- F. Adult Basic Education
- G. County Steering Committee

- H. 21st Century Grant
- I. CTC/CTE Consortia
- J. Curriculum
- K. Step VII
- L.

The Director of Federal Programs, Grants, Curriculum and Instruction shall assume all other related duties and responsibilities as directed by the superintendent.

TERMS OF EMPLOYMENT: 240 days. State Scale plus supplement to be determined by Board of Education.

EVALUATION: Evaluated by the superintendent.

POSITION: Principal

QUALIFICATIONS: Masters Degree in Administration or have an Administrative Certificate.

Principal Certificate for appropriate grades.

Teaching experience.

Administrative experience required for middle and high school principal.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

Be the instructional leader of the school.

Schedule the school, students and personnel.

Implement and revise annually the strategic plan.

Evaluate, according to state and county policies, all personnel.

Write, review and revise when needed, school policies.

Produce and disseminate a student and an employee handbook.

Schedule and conduct Local School Improvement meetings in accordance with WV Code 18-5A.

Communicate effectively with parents, parent groups, school volunteers and outside agencies.

Manage the school finances in accordance with the Accounting Procedures Manual for the Public Schools in the state of West Virginia.

Maintain confidentiality as defined in FERPA.

Discipline students and personnel according to school, county and state policies.

Uphold all school, county and state board policies as well as WV Code.

Manage all federal programs including Title I, Child Nutrition and Special Education according to policy.

Coordinate all required committees including the curriculum team and safety committee.

Maintain inventory including technology.

Oversee the cleanliness of the building/grounds and report any building maintenance needs.

Communicate with the central office regularly and in a timely fashion.

Prepare all required reports accurately and in a timely manner.

In secondary schools, manage all aspects of athletic programs.

Follow county attendance policy and utilize counselors for at risk students.

All other related duties and responsibilities as directed by the superintendent.

TERMS OF EMPLOYMENT: SCHS Principal-230 days, SMS Principal-212 days, HAE Principal-210 days, TAL Principal-205 days, JBE Principal-205 days. State scale plus principal supplement.

EVALUATION: Evaluated by the superintendent.

POSITION: Assistant Principal

QUALIFICATIONS: Masters Degree in Administration or have an Administrative Certificate.

Principal Certificate for appropriate grades.

Teaching experience.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal

PERFORMANCE RESPONSIBILITIES:

The Assistant Principal will assume the duties assigned by the principal.

The Assistant Principal will assume all of the following duties in the absence of the principal.

Be the instructional leader of the school.

Schedule the school, students and personnel.

Implement and revise annually the strategic plan.

Evaluate, according to state and county policies, all personnel.

Write, review and revise when needed, school policies.

Produce and disseminate a student and an employee handbook.

Schedule and conduct Local School Improvement meetings in accordance with WV Code 18-5A.

Communicate effectively with parents, parent groups, school volunteers and outside agencies.

Manage the school finances in accordance with the Accounting Procedures Manual for the Public Schools in the state of West Virginia.

Maintain confidentiality as defined in FERPA.

Discipline students and personnel according to school, county and state policies.

Uphold all school, county and state board policies as well as WV Code.

Manage all federal programs including Title I, Child Nutrition and Special Education according to policy.

Coordinate all required committees including the curriculum team and safety committee.

Maintain inventory including technology.

Oversee the cleanliness of the building/grounds and report any building maintenance needs.

Communicate with the central office regularly and in a timely fashion.

Prepare all required reports accurately and in a timely manner.

In secondary schools, manage all aspects of athletic programs.

Follow county attendance policy and utilize counselors for at risk students.

All other related duties and responsibilities as directed by the principal or superintendent.

TERMS OF EMPLOYMENT: SCHS Assistant Principal-220 or 212 days, SMS Assistant Principal-212 days, HAE Assistant Principal-204 days. State scale plus assistant principal supplement.

EVALUATION: Evaluated by the principal.

POSITION: Athletic Director

QUALIFICATIONS: WV Teaching Certificate.

Has or is willing to obtain CAA certification.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: High School Principal

PERFORMANCE RESPONSIBILITIES:

Schedule the following:

all games, all sports, all officials, (in consultation with coaches), gyms and other sports facilities for practices and games, and transportation requests (in consultation with coaches).

WVSSAC responsibilities as follows:

see that all eligibility forms, entry forms, playoff forms, and other required forms are submitted to the WVSSAC in a timely fashion; communicate and make sure all WVSSAC criteria is met; attend the annual WVSSAC Board of Control meetings (in consultation with administrators); attend the West Virginia State Athletic Directors Conference.

Provide an annual report to the board of education and discuss athletic department concerns or issues.

Athletic contests responsibilities as follows:

secure game site administrator, and all needed personnel (i.e. ticket takers, security, announcers, scorekeepers, custodians etc.) in consultation with administrators and coaches; arrange for payment of all officials or any other paid personnel; make host arrangements for media and supply all relative information to media; arrange for the maintenance and cleaning of all athletic facilities (in consultation with administrators and coaches); direct conference and sectional tournaments.

Responsibilities to athletes as follows:

establish awards criteria and recognition (in consultation with coaches); educate and work to always have our athletes represent our schools in a first class manner; encourage participation and monitor the feasibility to add or drop sports based upon interest, resources, facilities, and appropriate competition.

Responsibilities to coaches as follows:

perform annual state mandated coaches evaluation; assist and advise on rules, issues, and help with problems coaches encounter; serve as liaison for coaches working outside of the school

system; assist in the recruiting and hiring of coaches; and help establish sources of revenue for athletic programs.

Build and maintain relationships that serve to best promote the athletic programs and athletes in the Summers County School System.

Attend to other athletics-related duties as requested by administrators.

TERMS OF EMPLOYMENT: Extra duty contract. Salary to be determined by Board of Education.

EVALUATION: Evaluated by high school principal.

POSITION: Coordinator of Accounting Services

QUALIFICATIONS: Must hold a BS Degree with major in accounting or business administration. Degree must include at least 12 college hours of accounting. General knowledge of data processing.

Ability to interpret and relate financial documents.

Experience in auditing preferred.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Business Manager

PERFORMANCE RESPONSIBILITIES:

Perform school audits monthly.

Provide assistance in analyzing financial reports and data.

Monitor internal financial procedures reporting on an on-going basis.

Prepare local, state and federal financial reports and data as required.

Assist in budget preparation.

Assist in preparing the Annual Statements of Funds and Accounts.

Prepare and maintain withholding information.

File tax deposits and prepare statements, unemployment compensation reports and other government wage reports.

Prepare and process payrolls, including deductions, employee leave and assignments.

Administer the school system's retirement plans in accordance with state laws.

Coordinate and balance employee insurance premiums.

Assist with bank statement reconciliations and bank deposits.

Maintain professional work habits.

Maintain and upgrade professional skills.

Perform other services and duties that may be required by the business manager or superintendent.

TERMS OF EMPLOYMENT: 240 days. Salary based upon teachers' state scale as to degree and years of accounting experience.

EVALUATION: Evaluated by business manager.

POSITION: Athletic Trainer

QUALIFICATIONS: **1st** preference - applicant must hold a valid WV Professional Service Certificate with an endorsement as Athletic Trainer; or hold a teaching certificate with an additional endorsement as Athletic Trainer;

2nd preference - or must be able to qualify for a permit as Athletic Trainer; (To qualify for a permit you must be enrolled in an approved program and have a minimum of 6 semester hours in that program.) or holds certification through the National Athletic Trainers Association (NATA);

3rd preference - or must be able to qualify for a Limited Football Trainer Authorization. (To qualify you must be a licensed health care provider which includes one of the following: physician, nurse practitioner, registered nurse, licensed practical nurse, chiropractor, physical therapist, occupational therapist, physicians assistant, paramedic, or emergency medical technician.)

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1

RESPONSIBLE TO: High School Principal

PERFORMANCE RESPONSIBILITIES:

Work cooperatively with the coaches in setting up and carrying out a program of conditioning for athletes.

Administer first aid to injured athletes.

Obtain ambulances.

Apply protective or injury-preventive devices such as tape, bandage, or braces.

Advise about equipment purchases.

Supervise fitting of protective equipment.

Work cooperatively with and under the direction of the physician about the following:

- a. Reconditioning procedures
- b. Operation of therapeutic devices and equipment
- c. Fitting of braces, guards, and other devices
- d. Referrals to the physician, health services, or hospital
- e. Assisting with physical examinations and physical fitness screening

Direct daily training room operations, including the following:

- a. Exercise rehabilitation and therapy programs;
- b. Record keeping.

Requisitioning and storage of supplies.

Inventory and budget allocation.

Provide training coverage of athletic events, both at home and away.

Supervise and instruct assistant and student athletic trainers.

Counsel and advise athletes and coaches about matters pertaining to health.

Act as a clinical supervisor.

Conduct athletic training clinics and workshops periodically.

TERMS OF EMPLOYMENT: Football season, including practices, games, playoffs and tournaments. Salary to be determined by Board of Education.

EVALUATION: Evaluation by Athletic Director/High School Principal

POSITION: Teacher

QUALIFICATIONS: WV Teaching Certificate with appropriate endorsement.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal

PERFORMANCE RESPONSIBILITIES:

Responsible for planning and implementing Summers County Schools' standards-based curriculum based on WV Content Standards and Objectives.

Responsible for implementing adopted and supplemental academic programs.

Responsible for implementing technology skills.

Responsible for planning and implementing collaborative model with special education students and teachers.

May be responsible for planning & implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips.

Be accountable for individual student achievement.

Responsible for planning and implementing personalized learning for all students.

Strong working/communication skills with students, parents and peers.

Willing to implement any other programs designated by principal for school improvement.

Includes supervisory and/or other job related duties as assigned by principal or superintendent.

Maintain and upgrade his/her professional skills.

Maintain professional work habits.

Supervise students at all times.

Any other job related duties assigned by the principal or superintendent.

TERMS OF EMPLOYMENT: State salary scale.

200 days.

EVALUATION: Evaluated by Principal.

POSITION: Counselor

QUALIFICATIONS: Master's Degree in Guidance and Counseling.

Must hold or be eligible for a West Virginia Service Certificate in Guidance and Counseling with appropriate grade level endorsement.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal

PERFORMANCE RESPONSIBILITIES:

Deliver guidance curriculum in collaboration with classroom teachers and other appropriate professionals;

Provide direct and indirect services to students, at least 75% of time spent providing direct services;

Provides counseling for students on an individual and group basis in the effort to solve personal problems, and provide developmental, preventive and remedial guidance and counseling programs to meet academic, social, emotional and physical needs;

Obtains and disseminates occupational information to students;

Organizes orientation program for new students entering school;

Provides individual and group counseling to help students evaluate career/educational interests and choices;

Assists in scheduling of new students – i.e., subjects needed, credit verification, securing records, etc.

Assists in the screening and placement of students in appropriate classes, vocational/technical schools, and alternate educational programs (Middle School and High School Counselor).

Coordinates the follow-up report on students who graduate from school (High School Counselor);

Provides crisis intervention for students who have serious, urgent or chronic problems;

Works to prevent students from dropping out of school through individual and group counseling aid (Middle School and High School Counselor);

Provides information for students and parents about at-risk programs;

Coordinates referrals of students to pupil services and to community agencies, such as mental health, human services, etc.

Consult with teachers, staff, and parents regarding the academic and personal/social needs of students;

Coordinates guidance and counseling related activities. (i.e., career and college day programs);

Interprets test results for students, teachers, parents, and other individuals, upon request;

Provides information for students and parents about financial aid (High School Counselor);
Use and analyze student data to maximize students' performance and academic opportunities;
Collect and analyze counseling program data to refine and improve program delivery;
Devotes no more than 25% of the workday to counselor related administrative duties;
Perform all duties within the professional ethics outlined in the ASCA National Model;
Attend and participate in all required in-service programs;
Stay current through professional development opportunities;
Share expertise and knowledge with the staff;
Demonstrate punctuality and dependability, and
Performs other duties as assigned by principal.
Plans, prepares, and implements new programs or facilitates change in the existing program;
Organizes, directs, and coordinates programs;
Gathers and interprets data for individuals, groups or programs;
Delivers services to students or others;
Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others;
Facilitates professional development activities to achieve goals;
Develops and improves individual competencies and skills to deliver services; and demonstrates competency in the knowledge and implementation of technology standards.
Perform any other job related duties assigned by the principal or superintendent.

TERMS OF EMPLOYMENT: State salary scale.

200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by the principal.

POSITION: School Nurse

QUALIFICATIONS: 4 year Nursing Degree.

Hold or be able to obtain school nurse certification.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal

PERFORMANCE RESPONSIBILITIES:

Act as principal health resource to parents, teachers, and administrators including but not limited to presenting lessons in classrooms and providing teachers with resources;

Act upon referrals from principals and teachers promptly and appropriately;
Assist in all screening programs for students in the county as needed;

Help teachers and principals in the accurate keeping of health records;

Act as liaison between state and local health agencies and the school system;

Give leadership and support in his/her area of responsibility.

Establish and maintain good public and employee relations.

Maintain positive work habits.

Maintain and upgrade his/her own professional skills.

The school nurse will assume any and all other related duties and responsibilities as directed by the superintendent and/or director of curriculum and instruction.

TERMS OF EMPLOYMENT: State salary scale and employment term will be 200 days.

EVALUATION: Evaluated by the Director of Curriculum and Instruction.

POSITION: Technology Integration Specialist

QUALIFICATIONS: WV Teaching Certificate.

Hold or be willing to obtain an Advanced Credential endorsed as a Technology Integration Specialist.

Training in Technology preferred.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal and Coordinator of Technology

PERFORMANCE RESPONSIBILITIES:

Participate in and successfully complete the 40 days (320 Hours) of required professional development (includes both online and face-to face sessions).

Use acquired technology integration skills to improve instruction for both students and educators.

Use enhanced knowledge and skills to build effective consultative and co-teaching relationships with all teachers.

Utilize collaborative planning time to assist in integrating technology into the instructional units.

Be a resource to educators on technology integration, as appropriate, in the implementation of information literacy, independent learning and social responsibility.

Communicate the importance of developing 21st century skills for all students to improve their academic achievement and post-secondary outcomes.

Maintain and upgrade his/her professional skills.

Promote and maintain positive public relations with students, parents, colleagues and appropriate community organizations.

Maintain professional work habits.

Performs any other job related duties assigned by the superintendent.

TERMS OF EMPLOYMENT: State salary scale.

200 days.

EVALUATION: Evaluated by the principal.

POSITION: Reading Mentor Coach

QUALIFICATIONS: Hold a WV Teaching Certificate with the appropriate endorsement in grades K-5 and experience teaching reading in grades K-5.

Hold masters in reading, reading specialist or reading authorization.

Hold masters in reading, reading specialist, or reading authorization.

RESPONSIBLE TO: Director of Curriculum and Instruction

PERFORMANCE RESPONSIBILITIES:

Analyze and report student data to teachers, principals, curriculum director, and superintendent.

Use student assessment data to create individualized instructional plans and monitor teacher implementation of those plans.

Observe K-5 classroom teachers and provide constructive feedback.

Model effective classroom instruction.

Meet with the principals and curriculum director for program planning, implementation, evaluation.

Monitor student progress toward content standards or I.E.Ps.

Coordinate ongoing and sustained school professional development.

Schedule and monitor reading assessments.

Assist staff in selecting and securing appropriate instructional materials-strategies-programs.

Attend local, state, and national meetings.

Maintain and upgrade his/her professional skills.

Promote and maintain positive public relations with students, parents, colleagues and appropriate community organizations.

Maintain professional work habits.

Foster a classroom climate conducive to learning when coaching.

Perform any other job related duties assigned by the principal, curriculum director, or superintendent.

TERMS OF EMPLOYMENT: State salary scale and employment term will be 200 days.

EVALUATION: Evaluated by Director of Curriculum and Instruction.

POSITION: Career Technical Teacher

QUALIFICATIONS: Applicant must hold or be willing to obtain a valid WV Teaching Certificate or a Career Technical Education Certificate (18 hour program) with the appropriate endorsement in grades 9-12.

Must pass the California Achievement Tests required for Career Technical Educators.

Wage Earning Experience – Complete four years (8,000 clock hours) of satisfactory and reasonably continuous work experience in the occupation for which licensure is requested; OR Bachelor's Degree-hold a bachelor's degree AND complete two years (4,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which licensure is requested; OR Associate Degree- Hold an associate degree in an area related to the specialization AND complete two years (4,000 clock hours) of satisfactory and reasonably continuous work experience in the area for which licensure is requested.

Completion of a full year of training from an approved education program in the specialization may count toward a half year of the work experience requirements. Relevant teaching experience may count as equal to work experience requirements.

PERFORMANCE RESPONSIBILITIES:

Responsible for planning and implementing Summers County Schools' standards-based curriculum based on WV Content Standards and Objectives

Responsible for implementing adopted and supplemental academic programs

Responsible for implementing technology skills

Responsible for planning and implementing collaborative model with special education students and teachers

May be responsible for planning & implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips

Be accountable for individual student achievement

Responsible for planning and implementing personalized learning for all students

Strong working/communication skills with students, parents and peers

Willing to implement any other programs designated by principal for school improvement

Includes supervisory and/or other job related duties as assigned by principal or superintendent

Maintain and upgrade his/her professional skills

Maintain professional work habits.

Supervise students at all times.

Any other job related duties assigned by the principal or superintendent.

TERM OF EMPLOYMENT: State salary scale. 200 days.

EVALUATION: Evaluated by the principal.

POSITION: Counselor

QUALIFICATIONS: Master's Degree in Guidance and Counseling.

Must hold or be eligible for a West Virginia Service Certificate in Guidance and Counseling with appropriate grade level endorsement.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal

PERFORMANCE RESPONSIBILITIES:

Deliver guidance curriculum in collaboration with classroom teachers and other appropriate professionals;

Provide direct and indirect services to students, at least 75% of time spent providing direct services;

Provides counseling for students on an individual and group basis in the effort to solve personal problems, and provide developmental, preventive and remedial guidance and counseling programs to meet academic, social, emotional and physical needs;

Obtains and disseminates occupational information to students;

Organizes orientation program for new students entering school;

Provides individual and group counseling to help students evaluate career/educational interests and choices;

Assists in scheduling of new students – i.e., subjects needed, credit verification, securing records, etc.

Assists in the screening and placement of students in appropriate classes, vocational/technical schools, and alternate educational programs (Middle School and High School Counselor).

Coordinates the follow-up report on students who graduate from school (High School Counselor);

Provides crisis intervention for students who have serious, urgent or chronic problems;

Works to prevent students from dropping out of school through individual and group counseling aid (Middle School and High School Counselor);

Provides information for students and parents about at-risk programs;

Coordinates referrals of students to pupil services and to community agencies, such as mental health, human services, etc.

Consult with teachers, staff, and parents regarding the academic and personal/social needs of students;

Coordinates guidance and counseling related activities. (i.e., career and college day programs);

Interprets test results for students, teachers, parents, and other individuals, upon request;

Provides information for students and parents about financial aid (High School Counselor);
Use and analyze student data to maximize students' performance and academic opportunities;
Collect and analyze counseling program data to refine and improve program delivery;
Devotes no more than 25% of the workday to counselor related administrative duties;
Perform all duties within the professional ethics outlined in the ASCA National Model;
Attend and participate in all required in-service programs;
Stay current through professional development opportunities;
Share expertise and knowledge with the staff;
Demonstrate punctuality and dependability, and
Performs other duties as assigned by principal.
Plans, prepares, and implements new programs or facilitates change in the existing program;
Organizes, directs, and coordinates programs;
Gathers and interprets data for individuals, groups or programs;
Delivers services to students or others;
Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others;
Facilitates professional development activities to achieve goals;
Develops and improves individual competencies and skills to deliver services; and demonstrates competency in the knowledge and implementation of technology standards.
Perform any other job related duties assigned by the principal or superintendent.

TERMS OF EMPLOYMENT: State salary scale.

200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by the principal.

POSITION: Coach

QUALIFICATIONS: Certified to teach in WV and employed as a teacher or a substitute teacher in the Summers County School system; or

Be certified through ACEP Coaching Program.

Has experience either coaching or playing the sport.

Has academic training in coaching method and techniques.

Has knowledge of the rules of the sport.

Has ability to manage and control students.

Willing to devote necessary time and effort to promote successful program.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal and Athletic Director

PERFORMANCE RESPONSIBILITIES:

Implements extracurricular program.

Fosters a climate conducive to participation.

Utilizes coaching techniques which increase student skill and maximizes time on tasks.

Monitors student progress toward athletic achievements.

Maintains and upgrades coaching skills.

Promotes and maintains positive player-teacher-parent relationships.

Maintains professional work habits.

Organizes and carries out an athletic program that will promote team and school pride.

Accepts the responsibility for the welfare of the students under the coach's supervision.

Concerned as an educator in the total school program and not isolate the athletic program from the rest of the school.

Aware of a coach's responsibility in the area of public relations.

Realizes that principal of the school may delegate, but cannot relieve himself of, the responsibility for this school or any of its programs.

Abides by the League, County, State and Federal Rules and Regulations.

Accepts the responsibility for the behavior and welfare of his team and staff; before, during and after practice and a contest.

Realizes winning is not to be considered the only objective of the athletic program, but must be considered a major goal.

Accepts responsibility for the retention and care of equipment.

Utilizes the services of the athletic trainer in the sport of football.

TERMS OF EMPLOYMENT: Duration of specific sport season during the current year.

SPORT	TOTAL COST
Athletic Director	\$ 2,500.00
Football	\$ 11,000.00
Boys Basketball	\$ 9,000.00
Girls Basketball	\$ 9,000.00
Baseball	\$ 2,500.00
Softball	\$ 2,500.00
Boys Track	\$ 2,500.00
Girls Track	\$ 2,500.00
Cheerleading	\$ 2,500.00
Volleyball	\$ 2,500.00
Golf	\$ 1,650.00
GRAND TOTAL	\$ 50,650.00

Athletic Trainer \$5,000.00

1. The total dollar amount of supplements per sport shall not exceed those amounts enumerated in the preceding scale.
2. The number of assistant(s) coaches per sport, as well as the amount of their supplement, shall be at the discretion of their respective head coach.

3. The head coach's supplement shall not exceed 35% of the total allocated for football.
4. The head coach's supplements shall not exceed 42% of the total allocated for either boys basketball or girls basketball.
5. The head coach supplement shall not exceed 85% of the total allocated for sports other than football, boys basketball, or girls basketball.

EVALUATION: Evaluated by Athletic Director or Principal.

POSITION: Title I Reading/Math Teacher

QUALIFICATIONS: Applicants must hold a valid WV teaching certificate with Multi-Subjects K-4 and a masters degree in reading specialist, or completion of graduate level reading specialist program, or a reading authorization or completion of a reading endorsement program.

Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.

Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.

RESPONSIBLE TO: Principal

PERFORMANCE RESPONSIBILITIES:

Responsible for planning and implementing Summers County Schools' standards-based curriculum based on WV Content Standards and Objectives

Responsible for implementing adopted and supplemental academic programs

Responsible for implementing technology skills

Responsible for planning and implementing collaborative model with special education students and teachers

May be responsible for planning & implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips

Be accountable for individual student achievement

Responsible for planning and implementing personalized learning for all students

Strong working/communication skills with students, parents and peers

Willing to implement any other programs designated by principal for school improvement

Includes supervisory and/or other job related duties as assigned by principal or superintendent

Maintain and upgrade his/her professional skills

Maintain professional work habits.

Supervise students at all times.

Any other job related duties assigned by the principal or superintendent.

TERMS OF EMPLOYMENT: State salary scale.
200 days.

EVALUATION: Evaluated by the principal.