

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT TREASURER

File 201

Reports to: Treasurer

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

Minimum Qualifications:

- Associate degree or equivalent accounting work experience is required.
- Holds or the able to obtain an Ohio Department of Education treasurer's license is preferred.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Meets all prerequisite qualifications to be bonded.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Keeps current with technology and other workplace innovations that support job functions.
- Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.
- Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Experience with governmental accounting procedures and automated data processing systems.

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

- Coordinates office workflow. Monitors work progress. Helps staff as needed to meet deadlines.
- Provides administrative support services. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Manages calls efficiently to keep lines open.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Helps prepare complete and systematic records. Assembles data for analysis and/or forecasting. Facilitates collaborative work with auditors.
- Posts receipts and expenditures on a timely basis. Balances ledgers monthly.
- Maintains student activity accounts.
- Reconciles bank statements as directed.
- Analyzes account activities. Prepares monthly recaps as directed.
- Maintains a vendor tax identification file.
- Processes approved invoices for payment. Maintains a completed payment file.
- Maintains procurement files (e.g., transmittal letters, contracts, confirmations, warrants, etc.).
- Performs a complete physical inventory of equipment as directed.
- Composes and prepares routine correspondence, memos, notes, E-mails etc.
- Collects, compiles, edits, and prepares statistical data and reports as directed.
- Helps gather information and process grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains forms and paperwork related to administrative procedures and program functions.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures.

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

**Abilities
Required:**

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

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUSINESS MANAGER** **File 202**

Reports to: Superintendent

Job Objective: Manages the planning, delivery, assessment, and ongoing improvement of business operations.

Minimum Qualifications:

- Bachelor's degree in business administration or alternative training/experience that meet state department of education business manager's license requirements.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Effective organizational planning and project management skills.
- Work and supervisory experience in one or more of the identified business services.
- Ability to monitor and manage compliance with health, safety, and environmental laws/regulations.

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

- Administers district-wide purchasing, maintenance, custodial, transportation, security/school safety, food service, and technology support programs.
- Develops short/long-range program recommendations. Oversees facility planning, building/site renovations, and new construction. Monitors and administers the Permanent Improvement Fund.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Addresses issues that arise during the absence of the superintendent.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Serves as the district's purchasing agent. Manages cost-control programs. Negotiates vendor contracts. Disallows purchases that are not consistent with the fiscal integrity of the district.
- Encourages program innovations. Pursues funding opportunities.
- Helps prepare bond sale prospectuses. Administers the permanent improvement budget.
- Prepares competitive bid specifications. Publishes legal notices. Reviews and authorizes purchase orders. Monitors contractors/vendors performance. Resolves vendor claims.
- Assists the treasurer's office with the management of non-consumable assets.
- Regularly inspects district facilities. Develops facility-use plans. Manages construction and renovation projects. Ensures compliance with building codes and ADA accessibility standards.
- Manages non-school use of district facilities (e.g., rental, scheduling, set-up, etc.).
- Administers property, liability, and fleet insurance programs.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Attends training programs as needed. Recommends procedures that facilitate compliance with legal mandates.
- Serves as a liaison to governmental regulatory agencies. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Responds to emergencies as needed.
- Administers the district's air quality and asbestos management programs.
- Coordinates safety programs. Anticipates and prepares for fire, health, and safety inspections. Assists with the revision of safety procedures and emergency preparedness/crisis management plans. Administers threat reporting, assessment, and response procedures. Responds to emergencies as needed.
- Directs the provision of effective maintenance and custodial services.

- Monitors compliance with applicable building codes and ADA accessibility standards.
- Assists with threat reporting, assessment, and response procedures.
- Conducts health/safety in-service training programs for district staff as requested.
- Supervises the provision of an effective food service program. Ensures compliance with all food quality, safety, and nutrition guidelines. Oversees the federal free/reduced price lunch program.
- Oversees the supervision of a safe and efficient student transportation system.
- Oversees classified staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Assists the superintendent with the development and implementation of negotiation agreements.
- Promotes professionalism. Collaborates with supervisors to improve staff competencies. Assists with the planning and delivery of effective staff development programs.
- Periodically reviews and updates classified personnel job descriptions.
- Assists with classified personnel wage and benefit negotiations as directed.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

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

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

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

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

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

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CURRICULUM & INSTRUCTION DIRECTOR	File 203
Reports to:	Superintendent	
Job Objective:	Directs the planning, delivery, assessment, and ongoing improvement of curriculum and instruction programs.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate appropriate for the position.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Keeps current with technology and other workplace innovations that support job functions.· Successful teaching experience.· Effective organizational planning and project management skills.· Demonstrates current knowledge and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Directs district-wide curriculum, instruction, assessment, and staff development programs. Promotes an effective learning environment.· Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.· Advances the professional image of the school district. Maintains open/effective communications.· Promotes the district's mission, philosophy, and vision.· Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.· Coordinates the district-wide strategic planning process.· Builds internal/external partnerships that enhance district services and student learning.· Serves as an information resource. Keeps stakeholders informed about emerging issues.· Cultivates community relations that promote a strong commitment of support for the school district.· Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.· Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.· Chairs the district curriculum committee. Develops, implements, and evaluates curriculum for all K-12 courses. Recommends course additions and grade placements. Verifies graduation requirements. Coordinates the district curriculum textbook rotation cycle.· Encourages program innovations. Complies with all reporting requirements.· Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).· Directs all early-release and staff in-service days.· Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).· Serves on local professional growth committees as directed.· Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Manages the planning process to select instructional materials and equipment.· Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.· Administers the open enrollment process. Helps administer policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.· Oversees student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.	

- Organizes curriculum for summer school intervention programs.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

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

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

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

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

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

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PRINCIPAL**

File 204

Reports to: Superintendent

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

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Successful teaching experience.
 - Effective organizational planning and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

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

- Serves as the school's head administrator and instructional leader.
- Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the building and district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Coordinates building usage.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Encourages program innovations. Complies with all reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Administers the instructional program. Promotes academic excellence in a nurturing environment. Manages the planning process to select instructional materials and equipment.
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program.
- Develops a master schedule. Ensures the equitable distribution of workloads. Ensures that classrooms are covered during teacher absences.
- Administers the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Coordinates program assessment processes.
- Oversees enrollment and withdrawal procedures. Administers policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Oversees student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.

- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Ensures that students are appropriately supervised (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Oversees the evaluation and revision of emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Administers threat reporting, assessment, and response procedures.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Additional Elementary School Principal Duties:

- Oversees kindergarten screening and registration activities.

Additional High School Principal Duties:

- Administers the athletic program. Ensures compliance with Ohio High School Athletic Association and Western Buckeye League rules/regulations. Coordinates district representation at athletic league meetings. Oversees student eligibility verification and medical records functions.

Additional Junior High School Principal Duties:

- Works with the athletic director to improve the athletic program. Ensures compliance with Ohio High School Athletic Association and Western Buckeye League rules/regulations. Oversees student eligibility verification and medical records functions.

**Abilities
Required:**

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

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

**Supervisory
Responsibility:**

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

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

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

**Performance
Evaluation:**

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT PRINCIPAL

File 205

Reports to: Principal

Job Objective: Helps manage assigned school programs and services.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Successful teaching experience.
 - Effective organizational planning and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

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

- Helps manage assigned academic, guidance, pupil services, and student activities.
- Addresses issues that arise during the absence of the principal.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program.
- Helps administer the instructional program. Promotes academic excellence in a nurturing environment. Helps evaluate and recommend instructional materials.
- Helps ensure the equitable distribution of workloads. Facilitates classroom coverage during teacher absences.
- Assists with the revision and distribution of student/parent and teacher handbooks as directed.
- Helps manage the board-approved budget for assigned areas of responsibility.
- Encourages program innovations. Complies with all reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Assists with the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Assists with program assessment processes.
- Assists with enrollment and withdrawal procedures. Upholds policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.

- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Assists with the supervision of students (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Assists with the revision of emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Administers threat reporting, assessment, and response procedures.
- Assists with collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Secondary-level additional duty:

- Schedules and supervises home varsity contests.

**Abilities
Required:**

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

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

**Supervisory
Responsibility:**

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

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: SPECIAL EDUCATION DIRECTOR

File 206

Reports to: Superintendent

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

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Successful teaching experience.
- Effective organizational planning and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

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

- Directs special education program services. Promotes close working relationships with all stakeholders.
- Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Helps the treasurer prepare financial data (e.g., excess cost invoices, tuition payments, foundation calculations /deductions, expenditure reports, etc.).
- Assists with "child find" and preschool screening programs.
- Oversees IDEA Part-B applications and program reporting requirements.
- Oversees Gifted and English as a Second Language programs.
- Serves as the home instruction coordinator and liaison to chartered non-public schools.
- Directs program development. Coordinates student placements. Evaluates service outcomes.
- Coordinates all special education staff activities including school psychologists.
- Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Evaluates and recommends instructional materials.
- Serves on local professional growth committees as directed.
- Encourages program innovations. Complies with all reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.

- Recommends procedures that facilitate compliance with legal mandates. Participates in due process procedures as requested.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

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

**Supervisory
Responsibility:**

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

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

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

**Performance
Evaluation:**

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TECHNOLOGY COORDINATOR**

File 207

Reports to: Business Manager

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

Minimum Qualifications:

- Bachelor's degree in computer science or alternative training and work experience that meet state department of education requirements. Valid state department of education license/certificate with a computer/technology endorsement is preferred
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Proficiency in computer software languages, applications, tools, database management systems, and operating systems.
- Keeps current with technology and other workplace innovations that support job functions.
- Effective organizational planning and project management skills.
- Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
- Expertise in the identification and use of technology equipment/software applications suitable for diverse instructional settings and user abilities. Ability to address the needs of adult learners.
- Available to work irregular hours and/or a non-traditional schedule.

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

- Coordinates the implementation of the district's technology plan. Administers state and federal technology grants. Develops and implements strategies to enhance staff and student use of technology resources. Promotes close working relationships with all stakeholders.
- Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Ensures hardware and software compatibility. Receives, inspects, and tests equipment/software. Facilitates construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
- Designs wired/wireless networks (e.g., voice, data, video, etc.). Oversees the installation and maintenance of network connections (e.g., servers, hubs, routers, voice/data switches, wiring, etc.).
- Evaluates, develops, and implements disaster recovery procedures that minimize down time.
- Develops procedures that promote the proper use, care, and security of technology resources (e.g., consent forms, maintenance, storage, etc.).
- Oversees the maintenance and routine cleaning of equipment. Keeps work areas orderly. Schedules repairs by vendors as needed. Maintains repair records.
- Oversees a perpetual inventory control system for fixed assets. Prepares an end-of-year report. Follows board-approved procedures for the disposal of fixed assets.
- Encourages program innovations. Complies with all reporting requirements..
- Oversees the development and maintenance of the district's web site.

- Provides leadership in the provision of technology in-service and self directed learning programs.
- Collaborates with supervisors to improve staff skills. Helps staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.
- Works with curriculum committees to improve student learning through the effective use of technology in all areas of the curriculum.
- Works with teachers to explore adaptations that enhance classroom activities.
- Oversees the provision of district-wide help desk services.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

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

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

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

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

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

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the St. Marys City School District Board of Education.

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