

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: DEPARTMENT HEAD

File 301

Reports to: Principal

Job Objective: Provides departmental leadership for the continuous improvement of the instructional program.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Master's degree or higher with training in curriculum and instruction is desirable.
 - 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.

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

- Provides departmental leadership to facilitate curriculum improvements, staff development activities, and achievement test readiness.
- 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.
- 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.
- Maintains effective communications with staff to resolve problems and sustain progress toward departmental objectives.
- Assists the principal with the development of the master schedule.
- Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.
- Analyzes achievement and competency-based test results. Recommends instructional modifications and interventions that enhance student learning and improve test performance.
- Assists with the review and revision of the district's curriculum guides and courses of study.
- Assists with course of study transitions.
- Recommends the addition of courses, the grade placement of courses, and modifications of graduation requirements.
- Meets with sales representatives. Schedules demonstrations. Evaluates departmental needs and prepares budget recommendations.
- Maintains departmental inventory records.
- Assists with the preparation of foundation/grant proposals as directed.
- Participates in staff selection and orientation processes as requested. Recommends staff and student teacher assignments. Provides on-going guidance as needed.
- Coordinates department staff meetings. Identifies concerns, shares successful practices, and provides timely information about district activities.
- Plans, implements, and evaluates department staff development programs.
- Monitors classroom instruction. Serves as a resource on curricula and other departmental issues. Works with supervisors to improve staff competencies.
- Collaborates with other teachers. Shares knowledge and resources that enhance student learning.
- Encourages program innovations. Pursues funding opportunities. Helps process grant/foundation applications. Implements funded proposals, and comply with reporting procedures. Encourages staff to develop and disseminate innovative instructional/program materials.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the effective use of technology in records management and instructional activities.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.

- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Represents the department at meetings outside the district.
- Participates in staff meetings and professional growth opportunities as directed.
- 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.

- 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.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Skillfully manages individual, group, and organizational interactions.

**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.
- Lifting, carrying, and moving work-related supplies/equipment.
- 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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	GIFTED SERVICES COORDINATOR	File 302
Reports to:	Director of Curriculum and Instruction	
Job Objective:	Coordinates the planning, delivery, integration, assessment, and ongoing improvement of the gifted program.	
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 advances in technology and workplace innovations that enhance productivity.· Successful teaching experience. Effective organizational planning and project management skills.· Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.· Ability to identify, access, and organize community support for program activities.	
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">· Coordinates gifted program services. Articulates a clear philosophy and shared vision of learning.· Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.· Monitors education laws, rules, and regulations. Helps ensure that district policies/procedures support non-biased assessment/planning activities. Facilitates compliance with legal mandates.· Monitors community demographics, resources, and emerging trends. Cultivates relationships that promote a strong commitment of public support for the district.· Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's continuous improvement plan.· Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.· Develops budget recommendations for assigned areas of responsibility. Requisitions program supplies/equipment. Ensures that program resources are equitably apportioned.· Monitors supplemental service contracts related to assigned programs.· Directs program development. Coordinates student placements. Evaluates service outcomes.· Facilitates the implementation of program services (e.g., screening/assessment, independent studies, advanced placements, community/university credit programs, etc.).· Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Develops curriculum guides and courses of study. Evaluates and recommends instructional materials.· Serves on local professional growth committees as directed.· Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.· Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).· Promotes professionalism. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).· 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.· 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 gifted.
- Participates in parent conferences and student planning meetings (e.g., IAT, WEP, 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 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. 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.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

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

**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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ELEMENTARY SCHOOL GUIDANCE COUNSELOR	File 303
Reports to:	Principal	
Job Objective:	Directs the planning, delivery, assessment, and ongoing improvement of a comprehensive developmental guidance and counseling 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.	
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">· Collaborates with district staff, students, families, and the community to identify ongoing/emerging guidance and counseling needs of students. Facilitates the effective planning, delivery, and ongoing program improvements that address guidance curriculum, responsive services, individual planning, and system support components.· Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.· Promotes the balanced provision of program content (e.g., self-confidence development, motivation to achieve, decision-making, goal-setting, planning, problem solving, interpersonal effectiveness, communication skills, cross-cultural effectiveness, responsible behavior, etc.).· Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.· Provides in-service training to enable teachers to assist in the delivery of the guidance curriculum.· Designs guidance curriculum content that addresses; personal, social, educational, and career development skills. Guides students in self-appraisal, decision making, development of personal competencies, and the application of skills needed to manage personal advancement.· Oversees the implementation of student character education activities.· Provides career exploration information. Promotes an understanding of the interrelationship of academic courses and career objectives. Directs students in the investigation of individualized educational, occupational, and personal goals.· Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.· Facilitates community partnerships and school-sponsored activities that enhance student learning.· Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.· Manages the school counseling program. Allots time for individual and small group counseling (e.g., personal development, response to change, prevention, remediation, crisis intervention, etc.).· Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, e-mails, meetings, etc.).· Helps staff and families address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).· Serves as a resource for drug prevention awareness and intervention activities.· Initiates referrals to community service providers (e.g., mental health facilities, courts/juvenile justice, social services, etc.).· Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.· Interprets standardized test results and other assessment information. Facilitates the efforts of school personnel and families in assisting students with goal setting and planning activities.· Assists with the multi-factored examination (MFE) process. Helps evaluation team members prepare plans for students meeting eligibility requirements.· Helps ensure that district policies/procedures support non-biased assessment/planning activities.	

- Complies with federal and state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Advocates for students. Consults with families, staff, and the community to promote an understanding of student development, behavior, interpersonal relationships, and support necessary to enhance student success. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Facilitates student transition processes (e.g., alternative programs, relocation to another community, matriculation to middle school, etc.).
- Upholds the student conduct code. Implements effective pupil management procedures.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences.
- 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.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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.
- Lifting, carrying, and moving work-related supplies/equipment.
- 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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: HIGH SCHOOL GUIDANCE COUNSELOR

File 304

Reports to: Principal

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

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

- Collaborates with district staff, students, families, and the community to identify ongoing/emerging guidance and counseling needs of students. Facilitates the effective planning, delivery, and ongoing program improvements that address guidance curriculum, responsive services, individual planning, and system support components.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.
- Promotes the balanced provision of program content (e.g., self-confidence development, motivation to achieve, decision-making, goal-setting, planning, problem solving, interpersonal effectiveness, communication skills, cross-cultural effectiveness, responsible behavior, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.
- Provides in-service training to enable teachers to assist in the delivery of the guidance curriculum.
- Designs guidance curriculum content that addresses; personal, social, educational, and career development skills. Guides students in self-appraisal, decision making, development of personal competencies, and the application of skills needed to manage personal advancement.
- Consults with employers and other appropriate resources to identify entry-level, ongoing, and advanced career/technical qualifications for curriculum/program planning.
- Provides career exploration information, employment options, and post-secondary opportunities.
- Promotes an understanding of the interrelationship of academic courses and career objectives. Directs students in the planning, monitoring, and management of individualized educational, occupational, and personal goals.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Manages the school counseling program. Allots time for individual and small group counseling (e.g., personal development, response to change, prevention, remediation, crisis intervention, etc.).
- Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, e-mails, meetings, etc.).
- Helps staff and families address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Serves as a resource for drug prevention awareness and intervention activities.
- Initiates referrals to community service providers (e.g., mental health facilities, employment/training programs, vocational rehabilitation, courts/juvenile justice, social services, etc.).
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Interprets standardized test results and other assessment information. Facilitates the efforts of school personnel and families in assisting students with goal setting and planning activities.
- Assists with the multi-factored examination (MFE) process. Helps evaluation team members prepare plans for students meeting eligibility requirements.

- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Complies with federal and state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Advocates for students. Consults with families, staff, and the community to promote an understanding of student development, behavior, interpersonal relationships, and support necessary to enhance student success. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Facilitates student transition processes (e.g., entry to alternative programs, relocation to another community, graduation, post-secondary program enrollment, school to work, etc.).
- Serves as a liaison to the vocational school. Facilitates enrollment procedures.
- Maintains career-focused resource materials (e.g., college, university, technical, proprietary schools; military services, etc.). Coordinates admission visits. Maintains up-to-date scholarships and financial aid availability/requirement information. Assists with application procedures.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences.
- 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.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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.
- Lifting, carrying, and moving work-related supplies/equipment.
- 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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties

performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: MIDDLE SCHOOL GUIDANCE COUNSELOR

File 305

Reports to: Principal

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

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

- Collaborates with district staff, students, families, and the community to identify ongoing/emerging guidance and counseling needs of students. Facilitates the effective planning, delivery, and ongoing program improvements that address guidance curriculum, responsive services, individual planning, and system support components.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.
- Promotes the balanced provision of program content (e.g., self-confidence development, motivation to achieve, decision-making, goal-setting, planning, problem solving, interpersonal effectiveness, communication skills, cross-cultural effectiveness, responsible behavior, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.
- Designs guidance curriculum content that addresses; personal, social, educational, and career development skills. Guides students in self-appraisal, decision making, development of personal competencies, and the application of skills needed to manage personal advancement.
- Provides career exploration information, employment options, and post-secondary opportunities.
- Promotes an understanding of the interrelationship of academic courses and career objectives. Directs students in the planning, monitoring, and management of individualized educational, occupational, and personal goals.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Manages the school counseling program. Allots time for individual and small group counseling (e.g., personal development, response to change, prevention, remediation, crisis intervention, etc.).
- Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, e-mails, meetings, etc.).
- Helps staff and families address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Serves as a resource for drug prevention awareness and intervention activities.
- Initiates referrals to community service providers (e.g., mental health facilities, courts/juvenile justice, social services, etc.).
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Interprets standardized test results and other assessment information. Facilitates the efforts of school personnel and families in assisting students with goal setting and planning activities.
- Assists with the multi-factored examination (MFE) process. Helps evaluation team members prepare plans for students meeting eligibility requirements.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.

- Complies with federal and state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Advocates for students. Consults with families, staff, and the community to promote an understanding of student development, behavior, interpersonal relationships, and support necessary to enhance student success. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Assists the principal with the development of the master schedule.
- Supervises new student orientation and scheduling activities.
- Facilitates student transition processes (e.g., alternative programs, relocation to another community, matriculation to high school, etc.).
- Upholds the student conduct code. Implements effective pupil management procedures.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences.
- 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.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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.
- Lifting, carrying, and moving work-related supplies/equipment.
- 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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: LIBRARY/MEDIA SPECIALIST

File 306

Reports to: Principal

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

- 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.
 - Ability to interpret, apply, and communicate technical information.
 - Ability and commitment to keep current with innovations in the library/media field.

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

- Collaborates with district staff, students, families, and the community to identify ongoing/emerging library/media service needs of students. Facilitates the effective planning, delivery, and ongoing improvement of program services.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.
- Administers the board-approved program budget. Meets with sales representatives.
- Complies with district procedures to account for the collection of authorized student fees and fines.
- Keeps current with library/media resources available in the community.
- Develops short/long-range program plans to update the library/media collection.
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Coordinates book fair activities (i.e., elementary and middle school buildings only).
- Maintains an orderly and functional circulation system. Catalogs materials. Keeps books, periodicals, reference materials, etc., properly shelved.
- Mends books. Follows board-adopted procedures to discard outdated, nonfunctional, or damaged equipment and materials.
- Provides patron orientation sessions. Facilitates staff and student use of library/media resources.
- Helps patrons understand and comply with copyright and intellectual property laws.
- Keeps current with state standards/guidelines. Supports grade-level curriculum implementation activities. Collects and reserves material for classroom assignments when requested.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.) and stimulate interest in life-long learning.
- Provides programs that enhance student reading and research skills.
- Prepares and presents special topics to classes when requested.
- Helps students take full advantage of the program resources (e.g., computers, peripherals, CD-ROMs, audio tapes, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Consults with support personnel to address student concerns (e.g., at-risk behavior, mental/physical health, family/peer relations, etc.).
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.

- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Inspects program equipment. Conducts a risk assessment and implements safety precautions. Ensures that program equipment is operational and available when needed. Works with the administration to schedule repairs by outside vendors. Maintains repair records.
- Recommends program purchases. Prepares inventories as directed.
- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences.
- 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.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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 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 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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: SCHOOL NURSE AND ASSISTANT NURSE

File 307

Reports to: Principal

Job Objective: Administers a comprehensive health service program that helps students achieve maximum benefit from the educational program. *Note:* The assessment/treatment of individuals beyond the evaluation of symptoms and administering emergency first aid is prohibited. Guardians are encouraged to take students with health concerns to a licensed medical provider for services.

Minimum Qualifications:

- BSN degree and 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.
- Extensive knowledge of normal growth and development. Ability to access pharmacology information and community health resources appropriate to the needs of students.
- Training and/or experience in behavioral management techniques.

NOTE: Assistant nurse positions do not require a BSN degree but perform all of the essential functions of the job description.

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

- Collaborates with district staff, students, families, and the community to identify ongoing/emerging school health needs of students. Facilitates the effective planning, delivery, and ongoing improvement of school health services.
- Prepares the assigned assessment/consultation/treatment area. Requisitions supplies.
- Helps families understand school health program objectives and state mandated standards.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.
- Helps identify safety and health hazards. Recommends policy and administrative procedure revisions based upon professional guidelines and standards.
- Serves as the district's blood-borne pathogen compliance officer and staff trainer.
- Dispenses, or delegates authority to properly trained personnel to dispense authorized over the counter medications and prescription drugs. Develops and implements procedures to ensure that all medicines are stored safely.
- Provides assistance to sick and injured students. Administers first aid. Investigates and documents injuries. Ensures the accuracy of records.
- Reviews medical emergency authorization forms. Ensures that permission forms are on file as needed for the release of health information. Communicates information to staff when required.
- Ensures that all required state minimum student health screening activities are completed.
- Ensures that the immunization status of all students complies with state law.
- Consults with a student's doctor to make exclusion or school readmission recommendations.
- Evaluates visual, hearing, or other student health concerns. Recommends medical referrals.
- Consults with staff to facilitate the early identification of health risks.
- Assesses student health conditions and develops nursing care plans. Coordinates in-service training for staff providing care for students with special medical needs.
- Helps students monitor and manage acute/chronic medical conditions as needed.
- Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, e-mails, meetings, etc.).
- Supports grade-level curriculum implementation activities. Makes presentations when requested.

- Helps staff and families address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Assists with the multi-factored examination (MFE) process. Helps evaluation team members prepare plans for students meeting eligibility requirements.
- Advocates for children. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.
- Serves as a resource for drug prevention awareness and intervention activities.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Inspects program equipment. Conducts a risk assessment and implements safety precautions. Ensures that program equipment is operational and available when needed. Works with the administration to schedule repairs by outside vendors. Maintains repair records.
- Recommends program purchases. Prepares inventories as directed.
- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences.
- 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.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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 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.

**Performance
Evaluation:**

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

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL PSYCHOLOGIST**

File 308

Reports to: Special Education Director

Job Objective: Provides psycho-educational assessments, program planning, and consultation services that are consistent with the district's mission and mandated requirements.

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.
- Ability to facilitate student/family access to appropriate community resources.

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.

- Monitors education laws, rules, and regulations. Helps ensure that district policies/procedures support non-biased assessment/planning activities. Recommends procedures that facilitate compliance with legal mandates.
- Consults with district staff to identify ongoing/emerging school psychology needs of students.
- Provides consultation and therapeutic intervention services. Obtains informed consent before providing services. Facilitates decision-making processes. Helps the family/student understand how services relate to the educational program. Monitors the efficacy of interventions.
- Participates in a differentiated referral system that allows staff and parents to request a multi-factored evaluation (MFE) and/or consultation for non-disabled students.
- Develops a service schedule. Administers diagnostic tests. Interprets results. Provides objective recommendations that facilitate student participation in appropriate learning activities.
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Advances the professional image of the school district. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.
- Advocates for children. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.
- Complies with federal and state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Assists with "child find" and preschool/kindergarten screening activities as requested.
- Coordinates the multi-factored examination (MFE) process. Meets mandated paperwork deadlines. Helps the evaluation team prepare an Individualized Education Plan (IEP) for students meeting eligibility requirements. Participates in parent/student conferences.
- Coordinates manifestation determination and functional behavior assessments meetings. Helps staff implement behavior management plans. Monitors student interventions. Provides ongoing communication and support for teachers.
- Consults with staff to facilitate the early identification of mental health risks.
- Documents observations of students in classroom settings.
- Helps students better understand themselves and others. Conducts counseling sessions as needed (e.g., personal conduct, conflict mediation, grief, etc.).
- Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, e-mails, meetings, etc.).
- Helps staff and families address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Help parents understand and improve parenting skills.
- Checks on absent students as requested. Helps administrators resolve attendance problems.
- Helps develop and implement retention activities to improve graduation rates for at-risk students.
- Serves as a resource for drug prevention awareness and intervention activities.

- Monitors ongoing student/family participation in community intervention/assistance programs.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/ performance standards.
- Facilitates strategies to improve grades of at-risk students and reduce suspension rates.
- Helps students identify and make use of supplemental instructional/media resources.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of delays or absences.
- 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.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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.
- 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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SPEECH LANGUAGE PATHOLOGIST	File 309
Reports to:	Principal	
Job Objective:	Facilitates the identification and remediation of communication disorders to help students achieve maximum benefit from the educational program. Facilitates parental involvement.	
Minimum Qualifications:	<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 advances in technology and workplace innovations that enhance productivity.· Training and/or experience in behavioral management techniques.	
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">· Facilitates the effective planning, delivery, and ongoing improvement of speech/language services.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.· Consults with district staff to identify ongoing/emerging speech/language needs of students.· Monitors education laws, rules, and regulations. Helps ensure that district policies/procedures support non-biased assessment/planning activities. Recommends procedures that facilitate compliance with legal mandates.· Prepares the assigned assessment/consultation/treatment area. Requisitions supplies.· Obtains informed consent before providing services. Administers diagnostic tests. Interprets results. Provides recommendations that facilitate student participation in appropriate learning activities. Helps the family/student understand how services relate to the educational program.· Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.· Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).· Performs follow-up activities with students who have not passed earlier screening procedures.· Develops a service schedule. Provides consultation and therapeutic intervention services.· Uses a variety of service delivery models to treat and/or address speech/language disorders (e.g., verbal/written language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, cognition/communication, etc.). Monitors the efficacy of interventions.· Provides information about techniques to help families assist student with activities at home.· Teaches skills that help students manage the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).· Complies with federal and state policies/procedures for the education of students identified as having a disability. Prepares and implements Individualized Education Plans (IEP). Works with staff to help ensure that services are provided in the least restrictive educational environment.· Serves as a resource to classroom teachers. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.· Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.· Documents student progress. Ensure the accuracy of records. Prepares an end-of-the year recommendations for each student served.· Consults with parents as needed (e.g., phone calls, E-mail, notes meetings, etc.).· Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.· Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.· Facilitates community partnerships and school-sponsored activities that enhance student learning.· Maintains a positive learning environment. Provides appropriate student supervision. Facilitates student learning activities that encourage collaboration and positive peer relationships.· Collaborates with other staff. Shares knowledge and resources that enhance student learning.	

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

**Abilities
Required:**

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

- Acknowledges personal accountability for decisions and conduct.
- Acts in accordance with the professional code of ethics.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**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 air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

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

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **TEACHER**

File 310

Reports to: Principal

Job Objective: Monitors students' progress ensuring growth opportunities. (Value-Added Analysis)

Minimum Qualifications:

- Meets the federal requirements of a Highly Qualified Teacher. Fully licensed in teaching area and fulfills qualifications designated on the Ohio Department of Education HQT Worksheet Forms A-E.
- Meets all requirements as mandated by state/federal law and/or board of education policy for immunizations, background criminal investigation, drug testing.

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.

General Responsibilities:

- Plans and implements a program of instruction that adheres to the district philosophy, goals and objectives as outlined in the adopted course of study and state standards.
- Plans and implements a program of study designed to meet the individual needs of students.
- Creates a classroom environment conducive to learning by employing a variety of teaching strategies.
- Uses school-wide technology as it applies to core subject areas.
- Encourage student enthusiasm for the learning process and the development of good study habits.
- Provides progress and interim reports as required.
- Prepares substitute folder containing appropriate information as required by the principal.
- Plans and prescribes purposeful assignments for paraprofessionals, tutors, and volunteers as needed.
- Recognizes learning problems and makes referrals as appropriate.
- Demonstrates a strong grasp of subject matter.
- Uses effective oral and written communication.

Curriculum Development:

- Keeps current in subject matter knowledge and learning theory and is willing to share this knowledge for continual improvement of the school's curriculum.
- Assists on the ongoing curriculum revision process, including the revision of written courses of study.
- Becomes acquainted with supplemental services beneficial to students as an extension of regular classroom activities.

Classroom Management:

- Develops, in accordance with district school guidelines, reasonable rules of classroom behavior and techniques for management that are consistently applied.
- Takes necessary and reasonable precautions to protect students, self, equipment, materials, and facilities.
- Provides for supervision of assigned students when circumstances require a brief absence from the assignment.

Public Relations:

- Upholds and enforces board policy, administrative procedures, and school rules and regulations.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
- Strives to communicate the positive aspects of the school program.
- Works cooperatively with parents to strengthen the educational program for their children.
- Establishes and maintains cooperative relationships with other staff members.

Professional Growth:

- Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Maintains membership in appropriate professional organizations.
- Cooperates with administration in planning appropriate in-service training programs at a school or at the district level in accordance with board policy.
- Attends staff, department, and committee meetings as required.

Student Evaluation:

- Evaluates accomplishments of students on a regular basis using multiple assessments methods such as teacher made tests, samples of students' work, mastery skills check lists, criterion-referenced tests, and norm-referenced tests and follows Individual Education Plans as required by state and federal guidelines.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, state and federal laws.

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.
- Lifting, carrying, and moving work-related supplies/equipment.
- 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.

The St. Marys City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: DEAN OF STUDENTS

File 311

Reports to: Principal

Job Objective: Serves as an assistant to the building principal.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Administration and curriculum/instruction skills substantiated by relevant training or experience.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Articulates a clear educational philosophy and sustainable program implementation strategy.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates leadership skills in developing/managing people.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.
 - Skills in behavioral management techniques substantiated by training/work experience.

- Essential Functions:**
- 1. Manages the effective delivery/advancement of assigned school programs/services.**
- Participates as an active member of the administrative team. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
 - Develops a work plan. Ensures all essential tasks are completed within required time-frames.
 - Addresses issues that arise during the absence of the principal.
 - Serves as an adviser to building/program administrators. Attends board meetings as requested.
 - Contributes to the development of a comprehensive district-wide strategic plan.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Helps develop a master schedule (e.g., staffing, courses, student services/activities, etc.).
 - Assists with the recruitment, selection, placement and orientation/training of assigned staff.
 - Provides staff leadership. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff. Evaluates employee performance.
 - Helps staff understand/participate in collective goal and shared decision-making processes.
 - Administers academic, guidance, pupil services and student activities as assigned.
 - Assists with the revision/distribution of student-parent and teacher handbooks.
 - Helps with enrollment/withdrawal procedures and the management of student records.
 - Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.
 - Works with staff to develop high-quality standards-based curriculum guides/courses of study.
 - Helps manage state-mandated testing programs. Maintains test security. Analyzes test results.
 - Resolves problems that impede student learning. Helps staff use timely tangible assessment data to identify teaching techniques, interventions and aligned resources best suited for each student.
 - Assists with pupil management. Participates in student planning meetings as needed.
 - Participates in collaborative planning of staff development/in-service training activities.
 - Helps manage the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Aligns annual budget/appropriation measure recommendations with district goals.
 - Explores alternative funding and ways to strengthen/expand the use of community resources.
 - Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).
 - Monitors student attendance/performance data to identify students struggling academically.
 - Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral problems, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.).
 - Keeps current with intervention design research and contributes to the collaborative development of dropout prevention, re-entry and school completion strategies for at-risk students.
 - Helps families/students understand the consequences of continued truancy and/or misconduct.
 - Helps students acquire/improve personal skills (e.g., accountability, decision-making, interpersonal communication, problem solving, responsible behavior, self-confidence, etc.).

- Oversees student discipline for unexcused tardiness/absences, class cuts and failure to serve attendance-related detentions. Maintains a database of discipline related information.
- Coordinates student placements in alternative and out-of-district programs.
- Verifies student residency and employment information. Reviews/interprets custody rulings.
- Assists the treasurer with billing and collection of tuition based on custody assignment.
- Acts as a liaison between students/staff and community services.
- 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.
- 3. Maintains open/effective communications. Serves as an information resource.**
- Communicates district objectives/performance goals to stakeholders.
- Coordinates/chairs staff meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.
- Works with staff to ensure shared resources/facilities are used effectively.
- 4. Pursues opportunities to enhance professional performance.**
- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.
- 5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.**
- Helps update/implement the district's emergency preparedness/crisis response plan.
- Intervenes to prevent/stop bullying and inappropriate student behavior.
- Provides appropriate supervision of assigned staff/students (i.e., observes, educates and assists).
- Serves as a contact person for emergency services (e.g., police, fire, etc.).
- Upholds the district's student conduct code. Maintains high standards for appropriate behavior. Watches for situations that may indicate a problem. Follows district procedures and complies with state law when dealing with discrimination and suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions:

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

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

Performance Evaluation:

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

The St. Marys City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.