

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ATHLETIC DIRECTOR**

File 401

Reports to: High School Principal

Job Objective: Directs the planning, delivery, assessment, and ongoing improvement of the athletic 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.
 - Completion of state activity supervisory permit requirements.
 - Comprehensive knowledge of interscholastic athletic program 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 the district's interscholastic athletic program. Articulates a clear philosophy and shared vision of learning. Ensures that all athletes receive appropriate instruction, support, and opportunities to participate. Assists in administering community use of athletic facilities.
- 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 and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Cultivates community relations that promote a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's strategic plan. Identifies and develops partnerships and school-sponsored activities that enhance district services.
- Administers the board-approved budget for assigned areas of responsibility. Requisitions supplies and equipment. Ensures the equitable apportionment of program resources.
- Participates in strategic planning activities to ensure that adequate financial resources and facilities are provided to achieve short/long-range objectives.
- Oversees an ongoing maintenance program to protect and preserve program resources (e.g., buildings, grounds, equipment, etc.). Supervises the athletic custodian and evaluate performance.
- Encourages program innovations. Complies with all reporting requirements.
- Represents the district at athletic league meetings as directed.
- Monitors interscholastic athletic regulations. Recommends procedures that facilitate compliance with directives. Participates in due process procedures as requested.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Participates in coaching staff selection and orientation processes. Verifies that all coaches are properly qualified. Review procedures and schedules with staff before the start of the season.
- Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective staff development programs.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes payment vouchers for game officials and athletic workers.
- Develops and distributes a program calendar. Coordinates scheduling to ensure the efficient use of district facilities. Publicizes athletic activities. Responds to requests for information.
- Prepares game programs and brochures for the principal's approval.
- Develops and implements a ticket sales policy. Oversees pre-game ticket sales.
- Prepares game reports and attendance records. Ensures that receipt and expense records are suitable for audits. Prepares/makes bank deposits.
- Oversees the revision and distribution of the athletic program handbook.
- Encourages student involvement in program activities. Helps maintain medical records. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.

- Ensures that equipment is appropriate for participants' physical development and skill level.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Models behavior that demonstrates respect for rules, officials, and opponents. Helps coaches deal with discipline issues. Prepares student conduct reports/discipline recommendations.
- Organizes and participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates. Maintains letter recipient records.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- 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 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. Works closely with the athletic boosters association.
- 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 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.

- 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: HEAD COACH

File 402

Reports to: Athletic Director

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

- 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.
 - Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.
 - Completion of state activity supervisory permit requirements.

NOTE: Supplemental contracts are offered to qualified certificated staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other suitable applicants meeting department of education permit requirements.

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

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students benefit from participation in program activities.
- 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.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Coordinates the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Verifies medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Organizes team tryouts. Maintains the integrity of the selection process.
- Organizes and supervises practice sessions. Coordinates activities with the school calendar. Gives the athletic director a copy of all student communications.
- Ensures that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Ensures that all required medical authorization forms are on file and readily available. Documents all injuries that require treatment.
- Evaluates individual/team performance. Prepares statistics. Develops/refines game strategies.
- Recruits, trains, and supervises student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Arranges transportation and accompanies the team to sanctioned athletic activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.

- Participates in athletic recognition programs. Verifies that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- 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.
- Supervises approved fund raising projects. Works with the athletic director to ensure that all financial activities are processed through the proper student activity account.
- Supervises collection, verification, and recording of program information as directed.
- Maintains accurate records and submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies an administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and 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.
- 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.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the athletic director. 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.

- 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: **ASSISTANT COACH**

File 403

Reports to: Head Coach

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

- 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.
 - Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.
 - Completion of state activity supervisory permit requirements.

NOTE: Supplemental contracts are offered to qualified certificated staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other suitable applicants meeting department of education permit requirements.

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

- Works with student athletes to improve personal and teamwork skills. Provides guidance and encouragement to help students benefit from participation in program activities.
- 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.
- Reviews procedures and schedules before the start of the season. Consults with the head coach to evaluate program needs. Promotes the proper use, care, and security of school property.
- Attends all mandatory programs (e.g., rules interpretation, safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Helps coordinate the development of off-season activities (e.g., summer training, clinics, etc.).
- Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility permission forms, medical exams, activity schedules, letters, awards, participation certificates, insurance coverage, waiver forms, etc.).
- Encourages student involvement in program activities. Helps verify medical/scholastic eligibility. Promotes academic success as an important priority for all students.
- Helps organize team tryouts. Helps maintain the integrity of the selection process.
- Implements the assigned practice schedule. Gives the head coach a copy of all student communications.
- Helps ensure that all athletes receive appropriate instruction, support, and opportunities to participate.
- Helps assign and track equipment issued to staff and students.
- Helps supervise the preparation of athletic fields and practice/training areas as directed.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Helps ensure that all required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Helps evaluate individual/team performance. Helps develop/refine game strategies.
- Helps recruit, train, and supervise student managers, trainers, and scouts.
- Helps the athletic director secure personnel for home games when requested.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Helps arrange transportation and accompanies the team to sanctioned athletic activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Provides guidance, communicates expectations, and shows an active interest in student progress.

- Participates in athletic recognition programs. Helps verify that participants have fulfilled all requirements for letters, awards, and/or participation certificates.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Helps supervise approved fund raising projects. Works with the head coach to ensure that all financial activities are processed through the proper student activity account.
- Assists with collection, verification, and recording of program information as directed.
- Helps maintain accurate records. Submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies an administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and 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.
- 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: **EVENT MANAGER**

File 404

Reports to: Athletic Director

Job Objective: Supervises assigned athletic events. Acts as the district's liaison to visiting athletic teams and community groups using the facilities. Helps manage the routine care, protection, and preservation of the district's athletic fields, equipment, and facilities.

- Minimum Qualifications:**
- Facilities/site management skills substantiated by training and/or work experience.
 - 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.
 - Valid Pupil Activity Supervisor Permit.
 - Knowledgeable about interscholastic athletic program regulations.
 - Available to work irregular hours and/or a non-traditional schedule.

NOTE: Supplemental contracts are offered to licensed staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Credentials and work history must be verified by previous employers and/or professional references.

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

- Facilitates the scheduling of athletic activities to avoid conflicts when possible and help ensure the efficient use of district facilities. Communicates changes as needed.
- Assists outside groups and maintains utilization records for community events.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Monitors the preparation of athletic fields according to the conference/league and state high school athletic association rules and regulations.
- Implements procedures to protect the athletic facilities and help ensure the health, safety, and well being of students, staff, and visitors.
- Performs regular safety inspections. Checks safety equipment and first aid supplies. Reports suspected problems and/or unsafe conditions.
- Complies with safety and environmental regulations. Ensures that maintenance and supplies are labeled and stored safely.
- Works with the athletic director to evaluate facility needs. Recommends a replacement cycle based on the expected longevity for each type of equipment.
- Implements board-approved long-range facility plans as directed.
- Supervises events as directed. Sets up equipment. Arranges for security and/or medical personnel.
- Communicates regulations to participants/spectators. Remains courteous when confronting undesirable behavior.
- Responds to emergencies. Promptly documents all incidents and injuries.
- Complies with district protocols when requesting police intervention.
- Offers assistance to visiting staff. Ensures that locker rooms are ready for events.
- Assigns and keeps track of athletic equipment issued to students and staff. Promotes the proper use, care, and security of school property. Ensures that equipment is appropriate for participants' physical development and skill level.
- Maintains an athletic equipment inventory list. Tags equipment with a durable identification label. Prepares an end-of-year inventory report.
- Ensures that students keep locker rooms and practice areas orderly.
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Avoids public criticism of training/coaching methods used by other individuals. Does not demean or ridicule athletes' mistakes or performance.
- Oversees the operation of the concession stand. Supervises ticket takers, parking attendants, etc.
- Provides guidance, communicates expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Emphasizes fair play. Demonstrates respect for rules, officials, and opponents.
- Upholds the athletic conduct code. Maintains high expectations for behavior and performance.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Notifies an administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program and site improvements.
- Works closely with the athletic boosters association.
- Participates in staff meetings and professional growth opportunities as directed.
- 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.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the athletic director. 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.

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: **WEIGHT ROOM SUPERVISOR**

File 405

Reports to: Athletic Director

Job Objective: Supervises weight room activities.

- 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.
 - Relevant coaching experience. Knowledgeable about interscholastic athletic program regulations.
 - Completion of state activity supervisory permit requirements.
 - Ability to identify and eliminate potential sources of communicable diseases.

NOTE: Supplemental contracts are offered to qualified certificated staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other suitable applicants meeting department of education permit requirements.

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

- Works with student athletes to improve personal skills. Provides guidance and encouragement to help students benefit from participation in program activities.
- 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.
- Reviews procedures and schedules before the start of the season. Consults with the athletic director to evaluate program needs. Promotes the proper use, care, and security of school property.
- Serves as a contact for vendors. Maintains product information catalogs.
- Attends all mandatory programs (e.g., safety clinics, etc.).
- Monitors innovations, evaluates activities, and recommends program improvements.
- Develops rules and procedures that promote the proper use, care, and security of equipment. Monitors the use of the weight room during assigned hours. Enforce safety rules. Periodically reviews and recommend rule revisions.
- Encourages student involvement in the athletic program. Promotes academic success as an important priority for all students.
- Coordinates scheduling activities to ensure the efficient use of the weight room.
- Gives the athletic director a copy of all communications directed to weight room participants.
- Helps assign and track equipment issued to staff and students.
- Teaches precautions and procedures to help students prevent injuries. Ensures that equipment is appropriate for participants' physical development and skill level.
- Supervises training and conditioning activities as assigned. Evaluates individual performance. Identifies activities best suited for each sport. Instructs coaches, trainers, and athletes in proper training techniques. Consults with athletes about sports nutrition information.
- Works in conjunction with the athletic custodian to clean, recondition, and store equipment. Ensures that the weight room is kept orderly.
- Identifies health risks. Instructs custodial staff in sanitation procedures to maintain a hygienic weight room environment.
- Upholds the student conduct code. Implements effective pupil management procedures. Models behavior that demonstrates respect for rules, officials, and opponents. Ensures that participant communications do not demean or ridicule mistakes and/or performance.
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- 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.
- Assists with collection, verification, and recording of program information as directed.

- Maintains accurate records and submits reports on time.
- Participates in staff meetings, conferences, and other required school activities.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Notifies an administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and 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.
- 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 wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Working 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: **ACADEMIC COMPETITION TEAM ADVISOR**

File 406

Reports to: Principal

Job Objective: Coordinates student participation in academic competitions.

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

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

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

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

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

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

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

Working Conditions: 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.
- 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: **ADVANCED PLACEMENT COORDINATOR**

File 407

Reports to: Principal

Job Objective: Coordinates the planning, delivery, assessment, and ongoing improvement of the advanced placement program.

- Minimum Qualifications:**
- Advanced placement skills substantiated by training and work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Effective organizational planning and management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of advance placement students.
 - Ability to identify, access, and organize community support for program activities.

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

- Collaborates with staff to identify and develop effective advanced placement program strategies. Promotes academic success as an important priority for all students.
- Participates in the identification of students meeting program eligibility criteria. Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Coordinates student placement services (e.g., parent notification, screening/assessment, student placements, independent studies, community/university credit programs, etc.).
- Serves as a liaison to parents and staff. Keeps all stakeholders informed about emerging issues.
- Researches and prepares program materials for advanced placement students. Recruits mentor volunteers. Directs parents to enrichment resources within the district and community.
- Serves as a resource to classroom teachers serving advance placement students. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of program files/records.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Keeps informed about program and procedure changes. Routinely interacts with all departments/program services to ensure complete communications.
- Schedules advanced placement meetings (e.g., parent conferences, placement consultations, etc.). Collects and prepares meeting materials. Prepares meeting minutes as needed.
- Facilitates communications between staff, parents, students, etc.
- Maintains Child Information Managements System (CIMS) data. Works with the EMIS coordinator to collect and maintain advanced placement records.
- Maintains a centralized list of all advanced placement placements.
- Composes and prepares routine correspondence, memos, notes, E-mails etc.
- Helps gather information and process grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- 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 the collection, verification, and data entry/recording of program information as directed.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and promotes school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

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

**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: **ATHLETIC DEPARTMENT SECRETARY**

File 408

Reports to: High School Principal and Athletic Director

Job Objective: Performs secretarial duties that support the effective management of the athletic department.

- Minimum Qualifications:**
- High school diploma. An acceptable score on a pre-employment test may be required.
 - Post-secondary business school training or equivalent secretarial work experience is desirable.
 - Meets all mandated health 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.
 - Ability to meet the requirements of rule 3301-20-01 of the Ohio Administrative Code (i.e., Pupil Activity Validation, current CPR certificate, etc.) is preferred.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
 - Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
 - Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
 - Record maintenance skills. Ability to accurately compute and record mathematical data.
 - Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.

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

- Provides secretarial services. Organizes assigned duties. 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 interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open. Ensures that the telephone is not left unattended when duties required leaving the office.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Assumes responsibility for limited game coverage during the absence of the athletic director and event manager when specifically directed.
- Helps communicate information about weather delays and program cancellations.
- 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.
- Helps maintain fixed asset records. Tags property with durable identification labels. Updates inventory lists. Deletes assets as directed. Prepares an end-of-year report.
- Prepares a list of game officials and workers. Schedules and confirms assignments. Maintains records and processes time sheets.
- Maintains an inventory of ticket stock. Helps with pre-game ticket sales.
- Prepares game reports. Ensures that receipt and expense records are suitable for audits. Prepares/makes bank deposits.
- Updates staff/student handbooks, fact sheets, and program forms.
- Prepares, prints, and distributes the athletic schedule.
- Helps prepare game programs, brochures, public service announcements, etc.
- Ensures that medical authorization forms are provided for all sports.
- Helps coordinate athletic program activities (e.g., student/parent orientation sessions, recognition activities, staff in-service programs, individual/team pictures, etc.).

- Prepares team rosters. Prepares grade-period eligibility reports. Verifies attendance requirements. Reports information to coaches.
- Helps arrange and confirms transportation and lodging for sanctioned activities away from home.
- Prepares information for the Ohio High School Athletic Association as directed.
- Composes and prepares routine correspondence, memos, notes, E-mails etc.
- Transcribes, duplicates, assembles, and processes routine documents and special mailings.
- 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 office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms and paperwork related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

- Personifies integrity. 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.
- Reacts productively to interruptions and changing conditions.
- Verifies and correctly enters data. Prepares accurate and timely reports/paperwork.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**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.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- 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: **BAND DIRECTOR & ASSISTANT BAND DIRECTOR** **File 409**

Reports to: Principal

Job Objective: Directs instrumental music programs (e.g., concert, marching band, etc.). Promotes school pride.

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

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

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

NOTE: Assistant director responsibilities support the job duties of the primary director. Duties are assigned based on employee expertise, availability, time constraints, and other job demands. Responsibilities may be reassigned or altered to meet current or emerging organizational needs.

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accountability policies/procedures.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Develops concerts/shows, spirit day activities, parades/civic event performances, etc.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Teaches precautions/procedures to help students prevent injuries. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Refines performance concepts (e.g., visual effects, interpretive movement, props, etc.).
- Assists with participant uniforms (e.g. ordering, distribution, collection, refurbishing, etc.).
- Coordinates warm-ups and synchronized marching instruction. Supervises all performances.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: CAREER EDUCATION COORDINATOR

File 410

Reports to: Director of Pupil Services

Job Objective: Coordinates career-focused learning and transition planning activities. Facilitates parental involvement.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Effective organizational planning and management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
 - Ability to identify emerging employment trends and profile training characteristics.
 - Ability to identify, access, and organize community support for program activities.

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

- Coordinates career pathway activities. Collaborates with district staff, students, families, and the community to identify ongoing/emerging career planning activities/services. Facilitates the effective planning, delivery, and ongoing improvement of career planning services (e.g., curriculum, responsive services, individual planning, system support components, etc.).
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Promotes the continuous advancement of academic standards. Facilitates the development of an integrated curriculum that helps students develop skills required for successful participation in post-secondary educational institutions, work training, and/or employment environments.
- 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.).
- Consults with employers and other appropriate resources to identify entry-level, ongoing, and advanced career/technical qualifications for curriculum/program planning.
- 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.
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Promotes a balanced perspective of work activities and family life. Provides in-service training to enable teachers to assist in the delivery of the career exploration curriculum.
- 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.
- Uses state and district-level standards to measure program performance. Monitors innovations and recommends changes that help students achieve identified personal benchmarks.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Allots time for individual and small group counseling (e.g., personal development, response to change, prevention, remediation, crisis intervention, etc.).

- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Helps staff and families address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Helps develop and implement strategies to improve grades, reduce suspensions, and improve graduation rates for at-risk student.
- Serves as a resource for drug/harassment/violence prevention and related school safety 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 intervention assistance team (IAT) members prepare plans for students meeting eligibility requirements.
- Helps ensure that district policies/procedures support non-biased assessment/planning activities.
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Advocates for students. Consults with families, staff, and the community to promote an understanding of student development, behavior, interpersonal relationships, and support necessary to enhance student success. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Facilitates student transition processes (e.g., alternative programs, relocation to another community, graduation, post-secondary program enrollment, school to work, etc.).
- Maintains career-focused resource materials (e.g., college, university, technical, proprietary schools; military services, etc.). Maintains up-to-date scholarships and financial aid availability/requirement information.
- Helps students identify and make use of supplemental instructional/media resources.
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

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

Working Conditions: 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.
- 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: **CHOIR DIRECTOR (INCLUDING SHOW CHOIR)**

File 411

Reports to: Principal

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

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

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

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

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

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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, program/curriculum changes, and unforeseen events.

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: CHOREOGRAPHER

File 412

Reports to: Drama Director

Job Objective: Assists the drama director with musical and/or theatrical productions.

- Minimum Qualifications:**
- Choreography skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.

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

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

- Collaborates with the drama director on production activities. Helps develops a purpose statement and budget recommendation. Requisitions program supplies/equipment.
- Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accountability policies/procedures.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Helps manage open auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Helps participants explore artistic potential and enhance performance skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Refines performance concepts (e.g., dance routines/ sequences, lighting, sound, costumes, equipment placement, sets, props, special effects, etc.). Coordinates production cuts.
- Coordinates warm-ups, across-the-floor exercises, and dance instructions. Supervises rehearsals/performances.
- Assists with make-up and wardrobe activities. Collects and distributes costumes.
- Coordinates videotaping and photography activities.
- Helps with the cleaning and restoration of the facility following the last performance.
- Assists with the return of rental equipment.
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Obtains permission to be away when duties conflict with other assigned responsibilities.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: CLASS ADVISOR

File 413

Reports to: Principal

Job Objective: Coordinates assigned class activities.

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

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

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

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

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

Junior Class Advisor -- Additional duties:

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

Senior Class Advisor -- Additional duties:

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: CONCERT DIRECTOR (ELEMENTARY OR MIDDLE SCHOOL)

File 414

Reports to: Principal

Job Objective: Directs the student concert program.

- Minimum Qualifications:**
- Musical instruction skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with work skills essential to the objectives of the position.

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

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

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accounting procedures as directed.
- Ensures that student activity accounts (e.g., receipts, expenses, etc.) are suitable for audit.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Instructs students on ensemble fundamentals (e.g., balance, blend, tone quality, dynamics, etc.) and advanced concepts (e.g., interpretation, phrasing, rhythms, sight reading, etc.).
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Develops shows and community event performances. Supervises all performances. Refines performance concepts.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Checks program posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Recommends improvements.

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

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

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

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

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

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: DEPARTMENT HEAD

File 415

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.
 - Successful teaching experience. Effective organizational planning and project management skills.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.

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

- Provides departmental leadership to facilitate curriculum improvements, staff development activities, and achievement test readiness. Actively seeks staff suggestions/participation.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Keeps current with the state academic content standards and district courses of study goals.
- Monitors exemplary instructional practices/innovations. Serves as an information resource.
- Analyzes student achievement and competency-based test results. Recommends strategies to enhance student learning and improve test performance.
- Recommends the addition of courses, prerequisite academic requirements, grade placement of courses, curriculum guide revisions, and modifications of graduation requirements. Prepares course descriptions. Develops procedures to implement new or revised courses of study.
- Prepares recommendations that enhance organizational effectiveness (e.g., pupil management, academic intervention procedures, scheduling, staffing, etc.).
- Assesses departmental needs. Evaluates the relevance of new technology. Recommends textbooks, instructional materials, and classroom equipment.
- Suggests priorities and program options to ensure the equitable allocation of available resources.
- Promotes the continuity of the instructional program. Provides insights about student skill progression. Promotes academic success as an important priority for all students.
- Assists the principal with the development of the master schedule.
- Coordinates department meetings. Provides timely information about district activities. Helps resolve problems and sustain progress toward departmental objectives. Keeps the principal informed about ongoing activities/emerging issues.
- Encourages staff to share successful practices and innovative instructional/program materials.
- Provides leadership in the planning of departmental in-service programs. Works with supervisors to improve staff competencies.
- Participates in staff selection and orientation processes as requested. Recommends staff and student teacher assignments. Provides on-going guidance as needed.
- Meets with sales representatives. Schedules demonstrations.
- Encourages program innovations. Assists with the preparation of foundation/grant proposals as directed. Implements funded proposals and comply with reporting procedures.
- Collaborates with other departments. Assists with the planning and development of special projects/reports.
- Represents the department at meetings outside the district.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: **ELECTRONIC COMMUNICATIONS MTV**

File 416

Reports to: Principal

Job Objective: Manages taped and live broadcast programs.

- Minimum Qualifications:**
- Television production skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Skilled in the use of lighting, sound, recording, and broadcasting systems.
 - Knowledgeable about Federal Communication Commission regulations.

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

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

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accountability policies/procedures.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Helps participants develop and implement appealing and worthwhile program activities.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Directs technical aspects of television broadcasting activities. Obtains all production materials. Directs set construction. Plans lighting and sound designs. Assigns work crews. Supervises all rehearsals/broadcasts. Oversees make-up and wardrobe activities.
- Helps students develop quality broadcasts. Provides guidance with writing styles, speech, visual illustrations, etc. Helps students with proofreading and editing functions. Ensures that program content is accurate and appropriate. Helps manage program communications.
- Obtains and verifies event information. Serves as a liaison to all stakeholders (e.g., students, staff, club/athletic advisors, community members/organizations, etc.).
- Teaches technical and on-air presentation skills (e.g., lighting, props, layouts, microphones, music, sound effects, sequencing, editing, etc.).
- Promotes journalistic integrity. Guides students in the development of their assignments. Encourages television staff to accurately and fairly represent the entire student population.

- Facilitates opportunities to air current events and special interest programs (e.g., community news, student/staff profiles, sports, editorials, features, etc.).
- Helps prepare taped presentations for use with community organizations.
- Keeps production records (e.g., advertising, correspondence, journals, photographs, publicity, broadcast schedules, scrapbooks, etc.).
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: **INDUSTRIAL ARTS MAINTENANCE** **File 417**

Reports to: Principal

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

- Minimum Qualifications:**
- Skill/experience in industrial arts equipment maintenance/repair procedures.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.
 - Skill/experience in maintenance/repair procedures (e.g., mechanical, electrical, carpentry, etc.).
 - Ability use blueprints/schematic diagrams.

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

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

- Inspects classroom/program equipment before the academic school year commences.
- Installs, repairs, and/or refurbishes equipment. Takes the initiative to perform routine tasks independently. Keeps the principal informed about ongoing activities/emerging issues.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Shares knowledge about new laws and advances in operational procedures/equipment technology.
- Recommends the replacement of equipment necessary to ensure program effectiveness. Helps the principal develop short/long-range program plans.
- Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., kill switches (e-stops), shields, electrical fuses/breakers, lighting, alarm systems, etc.). Maintains clear routes for emergency egress.
- Consults with the maintenance supervisor to schedule major repairs and ensure compliance with building codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up chemicals, solvents, blood, body fluids, and/or body tissues.
- Participates in occupational safety and health training programs as directed.
- Documents all injuries that require treatment.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Ensures that program equipment is operational and available when needed.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.

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

**Abilities
Required:**

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

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- 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, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: JAZZ OR PEP BAND ADVISOR

File 418

Reports to: Principal

Job Objective: Directs the jazz or pep band program.

- Minimum Qualifications:**
- Musical instruction skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with work skills essential to the objectives of the position.
 - Ability to meet the requirements of rule 3301-20-01 of the Ohio Administrative Code (i.e., Pupil Activity Validation, current CPR certificate, etc.) is preferred.

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

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

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

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: MAJORETTE ADVISOR

File 419

Reports to: Marching Band Director

Job Objective: Coordinates majorette activities. Promotes school pride.

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

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

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

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

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: **MUSICAL OR PLAY DIRECTOR & ASSISTANT DIRECTOR**

File 420

Reports to: Principal

Job Objective: Directs musical/theatrical productions.

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

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

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

NOTE: Assistant director responsibilities support the job duties of the primary director. Duties are assigned based on employee expertise, availability, time constraints, and other job demands. Responsibilities may be reassigned or altered to meet current or emerging organizational needs.

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with all licensing agreements.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accountability policies/procedures.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes open auditions. Casts from all appropriate grade levels.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Directs technical aspects of the production. Selects and supervises a choreographer and instrumentalists. Obtains all production materials. Directs set construction. Plans lighting and sound designs. Assigns work crews. Supervises all rehearsals/performances. Oversees make-up and wardrobe activities. Coordinates videotaping and photography activities.
- Supervises tickets sales. Maintains income and expense records. Documents attendance.
- Keeps production records (e.g., advertising, correspondence, journals, photographs, publicity, rehearsals/performance schedules, scrapbooks, etc.).
- Oversees the cleaning and restoration of the production facility following the last performance.
- Coordinates the return of rental equipment.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: **MUSICAL ORCHESTRA DIRECTOR**

File 421

Reports to: Drama Director

Job Objective: Organizes, rehearses and conducts the orchestra for musical productions.

- Minimum Qualifications:**
- Musical instruction skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with work skills essential to the objectives of the position.
 - Ability to meet the requirements of rule 3301-20-01 of the Ohio Administrative Code (i.e., Pupil Activity Validation, current CPR certificate, etc.) is preferred.

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

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

- Supervises rehearsals and performances. Works collaboratively with all production staff to enhance the quality and overall sound of the show.
- Evaluates student interest/commitment. Recommends programming options.
- Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Documents all injuries that require treatment.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.
- Promotes collaboration and facilitates student involvement in community service projects.
- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Recommends improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: **MUSICAL VOCAL DIRECTOR**

File 422

Reports to: Drama Director

Job Objective: Directs vocal aspects of student musical productions.

- Minimum Qualifications:**
- Vocal instruction skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with work skills essential to the objectives of the position.
 - Ability to meet the requirements of rule 3301-20-01 of the Ohio Administrative Code (i.e., Pupil Activity Validation, current CPR certificate, etc.) is preferred.

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

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

- Evaluates student interest/commitment. Recommends programming options.
- Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Organizes auditions. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.
- Supervises rehearsals/performances. Informs students about personal responsibilities.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Assists students seeking additional knowledge and/or advanced skills. Directs parents to supplemental resources within the district and community.
- Promotes respect for program participants.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Recommends improvements.
- Ensures that equipment is operational and keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.

- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

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

**Working
Conditions:**

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

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting 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: NATIONAL HONOR SOCIETY ADVISOR

File 423

Reports to: Principal

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

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

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

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

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

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: **PLAY TECHNICAL DIRECTOR**

File 424

Reports to: Drama Director

Job Objective: Provide technical support for musical/theatrical productions.

- Minimum Qualifications:**
- Stage management and musical/theatrical production skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with work skills essential to the objectives of the position.
 - Experience with stage lighting, sound, and recording systems. Skill/experience in maintenance/repair procedures (e.g., mechanical, electrical, carpentry, etc.).
 - Successful completion of an accredited first aid course may be required.
 - Available to work irregular hours and/or a non-traditional schedule.
 - Ability to meet the requirements of rule 3301-20-01 of the Ohio Administrative Code (i.e., Pupil Activity Validation, current CPR certificate, etc.) is preferred.

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

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

- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities.
- Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Assists the drama director and stage manager with production activities (e.g., choreography, material acquisition, set construction, lighting/sound design, work crews, rehearsal/performance supervision, make-up/wardrobe, videotaping, photography, etc.).
- Helps with the cleaning and restoration of the production facility following the last performance.
- Teaches precautions/procedures to help students prevent injuries. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Provides technical expertise and manual skill in the installation, servicing, and repair of production equipment (e.g., lighting, sound systems, recording devices, etc.).
- Trains work crews in procedures to accomplish assigned duties effectively.
- Plans lighting designs. Constructs, strikes, and stores stage props/production sets. Maintains orderly work areas (e.g., stage, make up rooms, storage areas, etc.).
- Helps with the receipt of deliveries. Picks-up equipment and supplies as needed.
- Manages backstage operations during shows. Directs lighting, sound, and recording activities.
- Assists other production staff as needed to deal with unexpected or urgent situations.
- Assists with the return of rental equipment.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: **PROM ADVISOR**

File 425

Reports to: Principal

Job Objective: Coordinates prom activities.

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

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

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

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accountability policies/procedures.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Organizes and chairs a prom/after prom committee. Serves as a communication link between committee members, staff, and students.
- Helps participants develop and implement appealing and worthwhile program activities.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Seeks civic, business, and individual donations that enhance program activities.
- Verifies vendor contracts (e.g., printing, floral, photography, music, etc.).
- Recruits, trains, and supervises adult chaperones.
- Coordinates volunteer activities (e.g., decorations, preparing/serving food, etc.).
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.

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

Abilities Required:

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

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

Working Conditions:

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.
- 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: SET CONSTRUCTION

File 426

Reports to: Production Director

Job Objective: Designs concepts and constructs set for student productions.

- Minimum Qualifications:**
- Design and construction skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.

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

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

- Collaborates with the production director, choreographer, and instrumentalists to develop production designs and budget recommendations. Requisitions program supplies/equipment.
- Obtains all production materials. Assigns work crews. Directs set construction.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Keeps the production director informed about emerging issues.
- Complies with all licensing agreements.
- Encourages active student participation. Informs students about personal responsibilities.
- Provides support, guidance, and accountability to help students benefit from program participation.
- Refines set concepts (e.g., lighting, sound, costumes, equipment placement, props, etc.).
- Helps with the cleaning and restoration of the production facility following the last performance.
- Assists with the return of rental equipment.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Develops and implements improvements.
- Prepares/maintains accurate records. Ensures that all procurement records are suitable for audits. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.

- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: **STAGE MANAGER**

File 427

Reports to: Drama Director

Job Objective: Manages stage activities for student productions.

- Minimum Qualifications:**
- Stage management and musical/theatrical production skills substantiated by training and/or work experience.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with work skills essential to the objectives of the position.
 - Ability to meet the requirements of rule 3301-20-01 of the Ohio Administrative Code (i.e., Pupil Activity Validation, current CPR certificate, etc.) is preferred.

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

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

- Helps develop a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Assists with risk assessment activities. Implements safety precautions. Responds to emergencies.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Refers district policy interpretation inquiries to administrators.
- Supports community participation in school-sponsored activities that enhance student learning.
- Helps plan/direct program activities. Keeps the drama director informed about emerging issues.
- Helps publicize program information. Encourages active student participation.
- Informs students about personal responsibilities.
- Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Helps parents/students understand program objectives and performance standards.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Assists the drama director with production activities (e.g., choreography, material acquisition, set construction, lighting/sound design, work crews, rehearsal/performance supervision, make-up/wardrobe, videotaping, photography, etc.).
- Helps with the cleaning and restoration of the production facility following the last performance.
- Assists with the return of rental equipment.
- Encourages student involvement in community thespian organizations.
- Promotes collaboration and facilitates student involvement in community service projects.
- Facilitates participation in board-approved local, regional, and/or national competitions.
- Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.
- Promotes respect for program participants. Plans and attends recognition ceremonies/events.
- Verifies that participants have fulfilled all requirements for awards and recognition certificates.
- Provides opportunities for students to critique program activities. Evaluates program outcomes. Recommends improvements.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: **STUDENT ACTIVITY OR CLUB ADVISOR**

File 428

Reports to: Principal

Job Objective: Organizes, implements, and evaluates the assigned student or program activity. Promotes academic enrichment as a vital aspect of the district's educational mission.

- 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.
 - Specific skills appropriate for the position as determined at the time of hire or contract renewal.

NOTE: Supplemental contracts are offered to qualified certificated staff with appropriate training, knowledge, and experience. Unfilled positions may be offered to other suitable applicants meeting department of education permit requirements.

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.

This document describe general duties covering a wide range of job assignments. Some duties may not be applicable to all positions. Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be altered to meet current or emerging district needs. Consult a supervisor for clarification as needed.

- Plans program activities. Implements strategies and time-frames to accomplish program objectives. Coordinates activities with the school calendar. Helps resolve problems.
- Develops budget recommendations and an outline of activities for administrative approval.
- Communicates program objectives to encourage student involvement. Supervises all activities associated with the assignment. Informs participants informed about personal responsibilities.
- 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.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Administers the board-approved program budget. Ensures that the program is self-sustaining except for financial support authorized by the board or administration.
- Requisitions supplies and equipment. Ensures that program equipment is operational and available when needed.
- Maintains an up-to-date equipment inventory when applicable. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Conducts a risk assessment for student activities. Implements safety precautions. Attends all mandatory training programs (e.g., first aid, CPR, etc.).
- Prepares instruction sheets. Develops rules and procedures that promote the proper use, care, and security of equipment. Works with staff and students to address equipment security.
- Encourages program innovations. Provides guidance to help students develop and promote program ideas. Encourage self-reliance and cooperative group participation.
- Promotes an interest in the cultural and/or historical aspects of the assigned activity.
- Encourages participation in competitions related to assigned program activities.
- Encourages and facilitates student involvement in public service 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.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains accurate records and submits reports on time.
- Promotes favorable recognition of program participants.

- Checks to ensure that students have paid authorized fees. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- 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 an administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Monitors innovations, evaluates activities, and recommends program improvements.
- 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.

- 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.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- 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: **SUMMER BAND DUTIES (DIRECTOR AND ASSISTANT DIRECTOR)** **File 429**

Reports to: Principal

Job Objective: Plans and directs off-season band activities (e.g., practice schedules, training clinics, etc.).

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

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

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

NOTE: Assistant director responsibilities support the job duties of the primary director. Duties are assigned based on employee expertise, availability, time constraints, and other job demands. Responsibilities may be reassigned or altered to meet current or emerging organizational needs.

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Confirms site arrangements. Prepares the classroom or designated area for program activities.
- Helps facilitate community participation in activities that enhance student learning.
- Provides program information to families. Conducts a pre-camp meeting to encourage student participation. Coordinates registration activities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accountability policies/procedures.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Informs students about personal responsibilities. Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Distributes, collects, and files parental permission forms. Ensures that required medical authorizations forms are on file and readily available. Documents all injuries that require treatment.
- Recruits, trains, and supervises staff counselors and adult chaperones.
- Coordinates arrangements to address medical concerns, dietary restrictions, etc.
- Supervises a full schedule of day camp activities.
- Maintains program activity files/records. Reviews/proofs program announcements, posters, correspondence, newsletters, news releases, etc., prior to public release.
- Arranges student transportation for sanctioned activities. Supervises participants during trips. Obtains permission to be away when duties conflict with other assigned responsibilities.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the 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: **TECHNOLOGY SUPPORT TEAM**

File 430

Reports to: Technology Coordinator and Principal

Job Objective: Provides technology support services to building staff.

Minimum Qualifications:

- Expertise in the installation, maintenance, and repair of computer equipment and software applications. Ability to convey technical information to staff with a wide range of interest/skill levels.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and board policies.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.

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

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

- Manages the building's help desk. Serves as an information resource. .Addresses computer performance problems (e.g., equipment malfunctions, network failures, etc.).
- Provides technical support to help staff effectively use computers, software, printers, and other peripherals. Prepares training materials and instruction sheets.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Helps plan and present in-service programs. Works with supervisors to help staff improve proficiency with technology resources.
- Arranges software demonstrations. Notifies staff about new acquisitions. Provide individual/small group opportunities for training and problem solving.
- Works with teachers to explore adaptations that will enhance classroom activities.
- Assists with the development and maintenance of the building's web site.
- Checks program equipment. Makes minor repairs. Ensures that equipment is operational and available when needed. Keeps track of school equipment assigned to students.
- Performs preventive maintenance and routine cleaning of equipment. Installs software and other enhancements. Replaces print ribbons, toner cartridges, etc. Maintains service records.
- Works with the technology coordinator to schedule repairs by outside vendors.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Maintains an up-to-date equipment inventory. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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

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: TUTOR

File 431

Reports to: Principal

Job Objective: Helps students with remedial activities and/or homework assignments.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
 - Complies with drug-free workplace rules and board policies.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with workplace innovations that enhance personal productivity.

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

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

- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Ensures that students have books and classroom assignments. Helps students with questions.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Consults with the teacher to clarify assignments and instructional objectives as needed.
- Monitors student progress. Makes the teacher aware of situations or problems encountered.
- Provides accommodations as needed (e.g., study guides, reading/transcribing assistance, etc.).
- Authenticates student permission to leave the room. Tracks the location of each assigned student.
- Proctors district testing activities as directed. Upholds state mandated security procedures. Helps students with content-area preparation activities.
- Authenticates student permission to leave the room. Tracks the location of each assigned student.
- Implements rules/procedures that promote the correct use and care of program resources. Properly stores all materials. Works with staff/students to address equipment safety/security.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

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

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.

- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

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 blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- 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: YEARBOOK ADVISOR (AND ASSISTANT ADVISOR)

File 432

Reports to: Principal

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

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

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

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

NOTE: Assistant advisor responsibilities support the job duties of the primary advisor. Duties are assigned based on employee expertise, availability, time constraints, and other job demands. Responsibilities may be reassigned or altered to meet current or emerging organizational needs.

- Evaluates student interest/commitment. Recommends programming options. Develops a purpose statement and budget for administrative approval. Requisitions program supplies/equipment.
- Develops a program schedule and outline of activities. Coordinates activities with the school calendar. Consults with staff to ensure that shared resources/facilities are used effectively.
- Conducts a risk assessment. Implements safety precautions. Responds to emergencies.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Helps facilitate community participation in activities that enhance student learning.
- Plans/directs program activities. Keeps the administration informed about emerging issues.
- Monitors compliance with copyright and intellectual property laws.
- Publicizes program information. Encourages active student participation.
- Informs students about personal responsibilities. Verifies that authorized fees have been paid.
- Supervises approved fund raising projects. Ensures that program activities are self-sustaining when expenses exceed financial subsidies authorized by the board or administration.
- Attends financial in-service training to keep current with accountability policies/procedures.
- Ensures that all student activity account records (e.g., receipts, cash reconciliations, expenses, etc.) are suitable for audits.
- Works with students to improve individual and group skills. Provides support, guidance, and accountability to help students benefit from program participation.
- Selects a yearbook vendor and photographer when outsourced. Monitors production quality and publication deadlines. Oversees the timely coordination of photography sessions.
- Coordinates print technology activities (e.g., software updates, data security, maintenance, etc.).
- Recruits, evaluates, and selects magazine staff. Maintains the integrity of the selection process. Helps parents/students understand program objectives and performance standards.

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

**Abilities
Required:**

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

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

**Working
Conditions:**

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.
- 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: ASSISTANT ATHLETIC DIRECTOR

File 433

Reports to: High School Principal and Athletic Director

Job Objective: Helps direct the interscholastic athletic program.

- Minimum Qualifications:**
- Athletic program leadership skills substantiated by training/work experience.
 - Available to work irregular hours and/or a non-traditional schedule.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates budget management capabilities.
 - Demonstrates knowledge of current interscholastic athletic program regulations.
 - 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.
 - Position may require a Pupil Activity Permit, Ohio School Van Driver Certificate and/or other additional credentials deemed appropriate at the time of appointment.

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

- Essential Functions:**
- 1. Helps manage the effective delivery/advancement of the athletic program. Provides direction, support and accountability to help students benefit from program participation.**
 - Develops a work plan. Ensures all essential tasks are completed within required time-frames.
 - Collaborates closely with the athletic director to develop a unified athletic program.
 - Addresses issues that arise during the absence of the athletic director.
 - Implements organizational practices that encourage employee commitment to change initiatives.
 - Assists with the revision/distribution of the athletic program handbook.
 - Assists with scheduling to ensure the efficient use of athletic facilities/equipment.
 - Helps develop/distribute a contest/event calendar. Publicizes activities. Prepares game programs.
 - Helps implement a ticket sales policy. Assists with pre-game ticket sales.
 - Helps recruit and maintain highly-qualified coaching staff based on credentials and experience.
 - Helps secure game officials and home game personnel as directed (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
 - Provides staff leadership. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff. Helps evaluate employee performance.
 - Review schedules/responsibilities with staff before the start of the season.
 - Verifies/approves time sheets as directed. (e.g., daily hours, authorized overtime, absences, etc.).
 - Helps process payment vouchers for game officials and athletic workers as directed.
 - Encourages student involvement in program activities. Helps manage medical records. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.
 - Ensures that all athletes receive appropriate instruction, support and opportunities to participate.
 - Ensures that equipment is appropriate for participants' physical development and skill level.
 - Promotes fair play. Demonstrates respect for rules, officials, visiting teams, and the public.
 - Arranges student transportation for sanctioned activities as directed.
 - Obtains permission to be away when duties conflict with other assigned responsibilities.
 - Helps prepare game reports/attendance records. Ensures receipt/expense records are suitable for audit. Reconciles, prepares and makes bank deposits. Submits records as directed.
 - Helps organize and participate in athletic recognition programs. Verifies participants have fulfilled all requirements for letters, awards and/or certificates as directed.
 - Helps coaches deal with discipline issues. Prepares conduct reports/discipline recommendations.
 - Helps plan/schedule athletic department 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.

- Represents the district at athletic league meetings as directed.
- Helps provide direction and facilitates the work of the athletic boosters association.
- Helps staff evaluate the relevance of emerging technology and program innovations.
- 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.
- Implements procedures to protect/preserve program resources (e.g., buildings, grounds, equipment, etc.). Helps manage community use of athletic facilities.
- Helps maintain all essential services during department staff absences.
- **2. Exemplifies professionalism and fosters goodwill to enhance the district’s public image.**
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- 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.
- Helps coordinate athletic program staff meetings, conferences and other required district activities.
- 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 air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odors. Exposure to wet and/or slippery surfaces.
- 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.
- 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.