

ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ABLE COORDINATOR	File 501
Reports to:	Director of Adult Education	
Job Objective:	Coordinates the planning, delivery, assessment, and ongoing improvement of the ABLE program.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid state department of education license/certificate appropriate for the position.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Keeps current with technology and other workplace innovations that support job functions.· Successful teaching experience.· Effective organizational planning and project management skills.· Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Coordinates adult literacy training and English as a Second Language (ESL) services.· Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.· Advances the professional image of the school district. Maintains open/effective communications.· Promotes the district's mission, philosophy, and vision.· Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.· Builds internal/external partnerships that enhance district services and student learning.· Serves as an information resource. Keeps stakeholders informed about emerging issues.· Cultivates community relations that promote a strong commitment of support for the school district.· Prepares grant applications. Administers the board-approved program budget. Monitors and controls expenditures. Ensures that all fiscal activities are properly documented and reported.· Actively pursues alternative funding (e.g., United Way, etc.) to supplement program revenues.· Organizes an advisory committee. Encourages innovations. Analyzes data to improve school operations.· Collaborates with the state department of education and teacher training personnel.· Implements a strategy to actively publicize the ABLE program and recruit participants.· Collaborates with public and private entities. Seeks opportunities to participate in joint training ventures. Coordinates arrangements with employment sites to provide literacy opportunities.· Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.· Develops a program schedule. Oversees staff selection and orientation processes. Expresses high expectations and monitors staff performance. Ensures the equitable distribution of workloads.· Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).· Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program.· Develops curriculum that prepare individuals for the General Education Development (GED) test. Identifies and acquires software and instructional materials that enhance learning. Participates in teaching activities as needed.· Oversees enrollment and orientation activities. Oversees the revision and distribution of program handbooks. Helps screen participants for learning difficulties and resolve problems that impede student participation in program activities.· Scores practice tests. Collaborates with the examiner to develop and implement strategies that increase the number of participants taking the exam.· Provides guidance, communicates expectations, and shows an active interest in student progress.	

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

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 director of adult education. Assumes responsibility for the results of duties delegated to staff.

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

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

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

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ACADEMY PROGRAM DIRECTOR**

File 502

Reports to: High School Principal

Job Objective: Coordinates the planning, delivery, assessment, and ongoing improvement of school-to-career programs.

- Minimum Qualifications:**
- Education and business experience deemed appropriate at the time of hire.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Successful teaching experience.
 - Effective organizational planning and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.
 - 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 school-to-career program services. Promotes close working relationships with all stakeholders.
- Participates as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies and follows administrative guidelines/procedures.
- Advances the professional image of the school district. Maintains open/effective communications.
- Promotes the district's mission, philosophy, and vision.
- Analyzes data to improve school operations. Monitors community demographics, resources, and emerging trends. Helps develop and implement the district's strategic plan.
- Builds internal/external partnerships that enhance district services and student learning.
- Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Cultivates community relations that promote a strong commitment of support for the school district.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Plans, procures, and manages supplemental service contracts related to assigned programs.
- Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Develops curriculum guides and courses of study. Evaluates and recommends instructional materials.
- Serves on local professional growth committees as directed.
- Encourages program innovations. Complies with all reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.
- Recommends procedures that facilitate compliance with legal mandates. Participates in due process procedures as requested.
- Monitors workforce trends. Chairs advisory council meetings to identify existing/emerging workforce skills and other learning activities that encourage a full range of career options.
- Develops community resources that enhance the school-to-career process. Recruits volunteers willing to assist teachers and students with career-focused activities.

- Coordinates field trips, guest speakers, work-study opportunities, loaned media resources, etc.
- Serves as the district liaison to the tech-prep consortium.
- 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 and anticipated work environments.
- Promotes a balanced perspective of work activities and family life. Maintains career-focused resource materials that support teaching and student learning activities.
- Identifies summer placement opportunities for teaching staff to develop first-hand work-based knowledge that support program objectives.
- Uses state and district-level standards to measure program performance. Monitors innovations and recommends changes to enhance future program activities.
- Assists with student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.
- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports and discipline recommendations.
- Oversees the revision, duplication, and distribution of fact sheets and other program materials.
- Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

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

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

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

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

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

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

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **EDUCATIONAL AIDE**

File 503

Reports to: Principal and assigned teacher

Job Objective: Performs a variety of non-teaching classroom support and student personal care services as directed under the supervision of an assigned teacher.

Minimum Qualifications:

- Meets mandated state and federal qualification (i.e., completion of requisite higher education credit hours/courses, approved degree, or successful passage of a sanctioned professional standards test).
- 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.
- Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.
- Valid state department of education permit appropriate for the assignment.
- Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
- Ability to interact comfortably and confidently with the public.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, student assistance (e.g., lifting, transferring, mobility, medical needs, etc.) and/or first aid may be required as a condition of employment.

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

- Checks with the teacher for instructions. Works with small groups and/or individual students. Seeks advice when expectations are unclear. Acquires basic proficiency in skills that support student needs (e.g., sign language, finger spelling, etc.).
- 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.
- Helps students with remedial and/or enrichment activities. Reinforces instructional objectives introduced by the teacher. Maintains a positive learning environment.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Assists with student mobility needs. Helps students use assistive and/or augmentative devices.
- Assists therapists with standing frames, braces, changing clothing, tube feeding, etc. Helps incorporate assigned therapy activities into the daily schedule (e.g., stretching, speech assistance, exercises, etc.).
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.
- Actively participates in programmed recreational activities as directed.
- Supervises rest periods when applicable.
- Monitors ill students until a parent/guardian arrives.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Works with the classroom teacher to address persistent behavior problems.
- Supervises non-classroom activities as directed (e.g., arrival/departure, lunch, recess, field trips, library, computer lab, etc.).

- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Performs clerical work related to classroom activities. Prepares and distributes classroom materials. Maintains records as directed.
- Prepares classroom equipment for use (e.g., computers, media resources, etc.).
- Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
- 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.
- 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.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- 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.

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: LIBRARY TECHNICIAN

File 504

Reports to: Principal and Library/Media Specialist

Job Objective: Provides support services to help staff and students use library/media resources.

Minimum Qualifications:

- Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with advances in technology and workplace innovations that enhance productivity.
- Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.
- Holds a valid state department of education permit appropriate for the assignment.
- Ability to interact comfortably and confidently with the public.
- Proficiency using the Dewey Decimal System.
- Commitment to keeping current with technological advances.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.

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

- Provides support services that enhance staff and student access to library/media resources.
- 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.
- Catalogs materials. Assists patrons with the retrieval of information and materials. Maintains an orderly circulation system. Processes loans and returns. Prepares overdue notices.
- Keeps books, periodicals, pamphlets, etc., properly shelved.
- Oversees the cleaning, repair, and replacement of library/media equipment and materials. Mends books/periodicals. Performs minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures.
- Performs a complete annual inventory of the library collection and media equipment.
- Provides regular orientation sessions for patrons. Works with staff to improve student learning through the effective use of library/media resources.
- Prepare materials for teachers. Collects and reserves material for classroom assignments.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.
- Develops and maintains a positive learning environment that stimulates student interest, enthusiasm, and inquisitiveness about subjects and events.
- Uses effective communication strategies to introduce new library/media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Uses story sharing activities to promote enthusiasm for reading.
- Prepares and presents special topics to classes when requested.
- Helps patrons use library/media computers, peripherals, and equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Assists teachers with the operation of audio-visual equipment.
- Promotes the proper use, care, and security of school property.
- Keeps current with library/media resources available in the community.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Complies with district procedures to account for the collection of authorized student fees and fines.

- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- 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.

General Office Duties:

- Greets and assists office visitors. Answers phone calls. Takes messages.
- Types routine school documents. Duplicates/collates materials.
- Helps maintain an orderly office. Keeps materials properly filed.
- Processes incoming, outgoing, interoffice mail and faxes.
- Receives deliveries. Notifies recipients about the arrival of packages.
- Stores and inventories office supplies as directed.
- Receives, sorts, and counts money as directed. Prepares/maintains records suitable for auditing.
- Processes student attendance records. Distributes absentee list.
- Helps train and assist student helpers in the performance of their duties.
- Monitors students sent to the office for illness or discipline reasons.
- Locates students as requested. Processes homework requests for absent students.

**Abilities
Required:**

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

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Performs duties efficiently with minimal supervision. Prioritizes important 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 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:**

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **STUDENT PERSONAL CARE ATTENDANT**

File 505

Reports to: Principal and assigned teacher

Job Objective: Performs a variety of personal care services and classroom activities that enable students with disabilities to participate in the educational program.

Minimum Qualifications:

- High school diploma.
- 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 state department of education permit appropriate for the assignment.
- Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.
- Ability to physically assist students with disabilities (e.g., mobility, transferring, positioning, etc.).
- Ability to interact comfortably and confidently with the public.
- Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, student assistance (e.g., lifting, transferring, mobility, medical needs, etc.) and/or first aid may be required as a condition of employment.

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

- Checks with the supervisor to learn about the needs of the assigned student. Seeks advice when expectations are unclear.
- 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.
- Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.
- Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.
- Assists with bus loading and unloading procedures.
- Inspects harnesses, belts, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.
- Facilitates student mobility. Helps students use assistive and/or augmentative devices.
- Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).
- Follows prescribed medical plans and/or assists students with personal hygiene care (e.g., toileting, catheterization, etc.) as trained by a licensed health care professional.
- Helps feed students. Complies with personal hygiene rules and standard sanitation procedures.
- Supervises rest periods when applicable.
- Renders basic first aid and administers student medications when a school nurse is not available.
- Monitors ill students until a parent/guardian arrives.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Works with the classroom teacher to address persistent behavior problems.
- Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

- Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.
- 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.
 - Exhibits consistency, resourcefulness, and resilience.
 - Maintains an acceptable attendance record and is punctual.
 - Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
 - Prepares accurate and timely paperwork. Verifies and correctly enters data.
 - Reacts productively to interruptions and changing conditions.
 - 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.
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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	COMPUTER NETWORK MANAGER	File 506
Reports to:	Technology Coordinator	
Job Objective:	Provides oversight management of the district's computer network system. Maintains, repairs, and upgrades network/data systems. Provides end-user support services.	
Minimum Qualifications:	<ul style="list-style-type: none">• Strong technical skills as evidenced by an associate degree and/or equivalent combination of computer training/work experience. Bachelor's degree is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.• Strong diplomacy skills. Ability to work with a wide range of end-user interest and skill levels.• Available to work irregular hours and/or a non-traditional schedule.• Programming/scripting language proficiency (e.g., C++, Perl, Visual Basic, SQL, Java, Java Script, etc.).• Experience in LAN/WAN connectivity and system installation, maintenance, and repair.• Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.• Commitment to keeping current with technological advances.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Oversees the security and preservation of district computer networks/data systems. Develops rules and procedures that promote the proper use, care, and security of equipment/software.• 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.• Evaluates the relevance of emerging technology. Works with the technology committee to update the district's technology plan.• Ensures that program equipment is operational and available when needed. Performs routine cleaning and preventive maintenance activities. Repairs equipment. Keeps work areas orderly. Maintains repair records.• Keeps the technology coordinator informed about work progress. Avoids disrupting building activities except during emergencies.• Works with the district technology coordinator to schedule repairs by outside vendors.• Requests permission and follows board-approved procedures for the disposal of fixed assets.• Prepares competitive bid specifications. Receives, inspects, and tests new equipment and software. Notifies staff about acquisitions. Works with staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).• Installs network wiring and connections (e.g., servers, hubs, routers, etc.).• Sets up networks (LAN, WAN, Wi-Fi, etc.) and maintains file servers (e.g., users, space allocations, backups, etc.). Upholds user policies/privileges. Disables accounts and associated files at the end of the school year.• Facilitates the effective use of technology resources to enhance district communications (e.g., websites, internal file servers, mailing lists, etc.).• Helps manage the district's help desk. Addresses equipment/performance problems (e.g., trouble shoots technology equipment/software, cable connections, re-sets switches, etc.).• Provides technical support to help staff/students use computers, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.• Arranges software demonstrations. Notifies staff about new acquisitions. Provides training and problem solving opportunities for individuals and small groups.	

- Establishes and manages user accounts. Disables accounts and associated files at the end of the school year.
- Maintains accurate records and submits reports on time.
- Develops customized programming as needed. Ensures the accurate/timely backup of all data systems.
- Works with supervisors to help staff improve proficiency with technology resources.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings 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.
- 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.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- 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.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

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

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **COMPUTER TECHNICIAN**

File 507

Reports to: Technology Coordinator

Job Objective: Provides technical expertise and manual skill in the installation, servicing, and repair of the district's technology equipment.

Minimum Qualifications:

- Strong technical skills as evidenced by an associate degree and/or equivalent combination of computer training/work experience. Bachelor's degree is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.
- Strong diplomacy skills. Ability to work with a wide range of end-user interest and skill levels.
- Available to work irregular hours and/or a non-traditional schedule.
- Experience in LAN/WAN connectivity and the installation, maintenance, and repair of computer hardware and software.
- Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.

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

- Oversees the preservation of district's technology equipment. Works with building staff to address equipment security.
- 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.
- Receives, inspects, and tests equipment and software. Works with maintenance staff on construction/installation activities.
- Installs network wiring and connections (e.g., servers, hubs, routers, etc.).
- Sets up networks (LAN, WAN, Wi-Fi, etc.) and maintains file servers (e.g., users, space allocations, backups, etc.).
- Performs preventive maintenance and routine cleaning of equipment. Repairs equipment. Keeps work areas orderly. Maintains repair records.
- Keeps the technology coordinator informed about work progress. Avoids disrupting building activities except during emergencies.
- Works with the district technology coordinator to schedule repairs by outside vendors. Ensures that program equipment is operational and available when needed.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Manages the district's help desk. Addresses equipment/performance problems (e.g., trouble shoots equipment/software, cable connections, re-sets switches, etc.).
- Provides technical support to help students and staff use computers, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.
- Establishes and manages user accounts. Disables accounts and associated files at the end of the school year.
- Maintains accurate records and submits reports on time.
- Assists with the development and maintenance of the district's web site.
- Work with the technology committee to update the district's technology plan.
- Works with supervisors to help staff improve proficiency with technology resources.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.

- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings 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.
- 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.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.
- 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.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance
Evaluation:**

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

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ST. MARYS CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	INTERPRETER – HEARING/COMMUNICATION DISABILITIES	File 508
Reports to:	Principal and assigned teacher	
Job Objective:	Provides interpretive services to facilitate communications between students with hearing and/or communication disabilities and other individuals. Serves as an educational team member striving to equalize the source (English) and target (sign) languages to support a productive learning environment.	
Minimum Qualifications:	<ul style="list-style-type: none">· Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).· Valid state interpreter for the hearing impaired license/certificate.· Interpretation or Transliteration Certificate in American Sign Language (ASL).· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Keeps current with advances in technology and workplace innovations that enhance productivity.· Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.· Proficient in communication skills for the target language (e.g., American Sign Language (ASL), Pidgin Signed English (PSE), and/or Signed Exact English (SEE)).· Strong voicing skills including fluency in reception and expression.· Amenable to using a variety of communications approaches (e.g., total communication, gestures, mime, etc.).· Self-directed, congenial disposition, and strong interpersonal skills.· Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides interpretive services. Uses communication methods that best meet the needs of assigned students. Works with staff to ensure that services are provided in the least restrictive educational environment.· 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.· Promotes the effective use of interpretative services (e.g., consumer training, etc.).· Collaborates with the educational team to address supplemental service needs (e.g., remedial or enrichment activities, personal care concerns, etc.).· Responds to student requests for assistance. Avoids being intrusive. Solves concerns discreetly.· Supports an inclusive educational environment. Helps students with disabilities participate in appropriate learning activities as directed.· Offers suggestions to facilitate educational activities (e.g., testing modifications, recording student responses, etc.).· Helps teachers implement classroom modifications/accommodations as requested.· Positions students to take full advantage of each learning environment (e.g., line-of-sight, proximity to equipment, height of work surfaces, etc.).· Participates in intervention assistance team (IAT) meetings when requested.· Consults with parents as needed (e.g., phone calls, e-mail, messages, meetings, etc.).· Respects personal privacy. Maintains the confidentiality of privileged information.· Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.· Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.· Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.	

- Notifies a building administrator and reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and 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.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Performs duties efficiently with minimal supervision. Prioritizes important 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.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

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

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