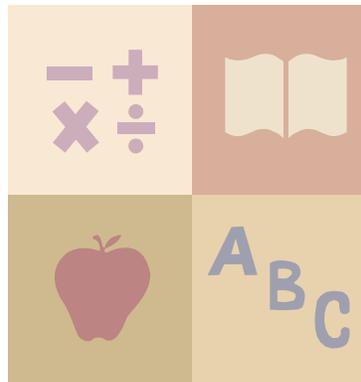


**SCHOOL DISTRICT OF GIDEON #37
GIDEON, MISSOURI**



**JOB DESCRIPTIONS
For
TEACHERS, ADMINISTRATORS, STAFF**



**Approved by the Board of Education
January 8, 2004
Revised December 8, 2009**

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NONDISCRIMINATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment, both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials.

The superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities of the school district.

MISSION STATEMENT

The mission of the Gideon School District is to educate students to become responsible, productive participants in society.

DISTRICT BELIEF STATEMENTS

- We believe all students have inherent value.
- We believe all students are accountable for their actions.
- We believe all students are entitled to a safe and appropriate learning environment.
- We believe all students can learn.
- We believe all students are entitled to a quality education.
- We believe all teachers are responsible for providing instruction and guidance.
- We believe all adults in our school system should be appropriate models for our students.

DISTRICT PHILOSOPHY

An educational philosophy is a definitely thought out, consistent attitude toward education. The philosophy of a school is the foundation upon which educational objectives are established and it is the basis upon which to structure a school program designed to meet the educational objectives. The philosophy is the guideline for doing all that the school does.

For Americans, democracy is the way of life that provides for a high degree of individual freedom and development. Under democracy, the worth and happiness of the individual are of the utmost importance. Democracy recognizes that the very best way to build a better life for all is through a healthy balance of individual and group effort. It must be remembered, however, that democracy is not guaranteed to a people by any higher power without regard to their own efforts. Unless they constantly work to improve their way of life, they will eventually discover that they have lost even that heritage of democracy which has been left to them by their ancestors. The public school system must play a vital role in teaching students the value of democracy and the work that is necessary to maintain democracy.

Democracy recognizes that society is in a constant state of change. All individuals are constantly in a process of physical, mental, social, and emotional change commonly referred to as growth. This growth occurs whether it is directed or not, but when it is directed it is called "education." Many agencies contribute to the education of the individual, but the school is the only agency that has as its specific purpose the direction of such growth. Our goal is to produce graduates that will become productive members of society. Thus, we believe it is our responsibility to provide an educational program that will help produce well-rounded citizens. Our foremost focus must be academics. We have a responsibility to teach students to learn to use their minds well. In addition, we recognize the need to provide education that will lead to healthful living and adequate social and emotional development.

We believe full access to the provisions offered by the public schools of the United States of America is the birthright of every boy and girl in the nation. Public schools, therefore, should accept all students as they are and provide them with a stimulating environment and opportunities for learning that will result in continuing life benefits for themselves and the society in which they live.

We believe the school's goals should be simple. Each student should master a limited number of essential skills and areas of knowledge. With the rate at which knowledge is multiplying in today's world, it is impossible to teach all knowledge. Thus, we recognize the need to focus on vital knowledge and to provide students with the skills that will allow them to find and construct knowledge on their own. Within this context the school's goals should apply to all students. The school's atmosphere should be marked by an attitude of unanxious expectation, trust, and of decency between faculty and students.

We believe teaching and learning should be personalized to the maximum extent feasible. We realize we must study each pupil under our direction as an individual. We should learn all we can about each student's background, interests, aptitudes, abilities, and desires. We must attempt to direct the student's growth toward success as an individual and as part of the group.

We must teach the basic fundamentals in a better way than we have done before, but we must teach individuals in order that they may develop into well-balanced, well-rounded citizens physically, mentally, morally, and emotionally.

We believe the governing practical metaphor of the school should be the student-as-worker. The student should demonstrate competence in mathematics, science, language, history, and social studies before being awarded a diploma.

We believe public education must be designed to prepare students for the future. Thus, we must be visionary in our application of knowledge, technology, and educational methods. We must provide educational programs that will meet the needs of college-bound students as well as those with more vocational needs. We must offer a breadth in the school program at all levels that will provide for the individual needs, interests, desires, and abilities of all students. We must offer a program of guidance and direction that will enable each student to take the greatest advantage of that part of the school program best suited for him. And we must always work to offer a quality of instruction that will insure speedy and efficient learning on the part of all students. We must accept the obligation to provide an educational program that will help each individual develop his/her social, physical, emotional, and spiritual potentialities to the greatest extent possible.

DISTRICT VISION STATEMENT

All students can learn and have the right to learn. The vision of the Gideon No. 37 School District is to help students acquire the knowledge, attitudes, and skills necessary to become healthy, happy, and productive adults who perpetuate and improve the democratic process through positive impact on their communities, their country, and their world.

All teachers have the right to teach. This school's mission can only be accomplished when all teachers are provided with the appropriate environment conducive to learning and helping students become enthusiastic, lifelong learners capable of adjusting to change. All members of the school and community have the responsibility to make this possible.

JOB DESCRIPTION
School District of Gideon #37
A+ COORDINATOR

TITLE: A+ Coordinator

QUALIFICATIONS:

1. Current Missouri Certification secondary teaching certificate
2. Bachelor's degree required
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

All teachers employed by this district shall possess a minimum of the Bachelors Degree with special preparation in the areas in which they teach. Teachers must meet the standards established by the State Department of Education for certification in their respective fields.

Other things being equal, preference will be given to candidates possessing graduate degrees and experience. A valid Missouri Teaching Certificate and complete transcript of college credit shall be on file for each teacher prior to the beginning of each new term.

REPORTS TO: High School Principal

JOB GOAL: Provide leadership for the district in A+ Schools program.

HOURS OF WORK: This is a .5 FTE position that will generally coordinate with another teaching, counseling, or administrative position. Hours of work will be consistent with overall job requirements. Some extended hours will be required. This job may be split between two individuals.

LENGTH OF WORK YEAR: Length of work year will correspond with the work year of the regular job of the individual or individuals who are performing these functions.

SALARY: Based on standard salary schedule with compensation for extended contract.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the oversight and direction of the A+ Schools Project at Gideon High School.
2. Work with teachers, administration and the professional development committee to develop, plan, and implement appropriate in-service sessions to support the A+ Schools program.
3. Work closely with the high school guidance counselor and building level administration to avoid duplication of tasks and insure that A+ duties/requirements are carried out by the appropriate individuals.
4. Work with teachers and administration to specify the knowledge, skills, and competencies, in measurable terms, that students must demonstrate to

- successfully complete any course offered by the high school, and any course of studies which will qualify students for graduation.
5. Work with teachers and administration to develop and implement assessments designed to measure mastery of course competencies.
 6. Work with teachers, counselor, and administration to design challenging courses with identified learning expectations that will replace all general track courses.
 7. Work with teachers and administration in the curriculum revision process to ensure that all coursework is challenging and designed to prepare students to attend college or to further their education through post-secondary vocational education. Ensure that courses are adequate, pertinent, and challenging.
 8. Actively work with students and parents on an ongoing basis to promote participation in the A+ program.
 9. Annually gather achievement and other relevant A+ data. Analyze and evaluate this data and other information concerning the A+ program and provide a report to the administration.
 10. Work with teachers and administration to develop, implement, and monitor a system by which teachers will be able to record student mastery of each item of knowledge, skill, or competency identified for each course.
 11. Work with teachers, administration, and counselor to more fully address the needs of secondary "at-risk" students and to help encourage students to complete their high school diploma.
 12. Work with counselors and administration to develop and implement plans and programs to reduce the dropout rate.
 13. Work with the school improvement committee to insure that an appropriate School/Community/ Business partnership plan is in place. Solicit input from major patron groups to help improve the A+ program.
 14. Work with the counselor to implement the counseling and career planning aspects of the project.
 15. Meet with the administration on a regular basis to discuss/evaluate the progress of the A+ Schools program.
 16. Collect, record, and report the necessary information to document A+ Schools activities and provide support for accomplishment of the A+ Schools program goals.
 17. Work with post-secondary institutions in the area to develop cooperative arrangements that may allow dual and transfer credit.
 18. Work with the counselors to develop, implement, and maintain a plan that will result in greater parent involvement in educational planning and support for their children
 19. Ensure that all required A+ activities are being accomplished in manner consistent with the established state timeline, that all required state and local reports and applications are filed in a timely manner, and that all required activities are being implemented.
 20. Make contacts with area business and industry to develop/implement the school partnership plan.
 21. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

LAST REVISED: December 2009

JOB DESCRIPTION
School District of Gideon #37
ACCOUNTING CLERK/RECEPTIONIST

TITLE: Accounting Clerk

QUALIFICATIONS:

1. High School Diploma
2. Previous bookkeeping and/or secretarial experience desired
3. Accomplished in use of calculator, typewriter, and computer applications
4. Observe courteous telephone and office practices
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools, Board of Education, and Superintendent's Secretary

JOB GOAL: To assist in the administration of the district's business affairs so as to provide a sound and efficient set of financial records of all transactions of the district and to provide a pleasant "first contact" for patrons and office visitors in person, via telephone, or through electronic means.

HOURS OF WORK: 8:00 a.m. – 4:00 p.m. 7.0 hours daily. Subject to modification by the superintendent based upon office requirements and financial status.

LENGTH OF WORK YEAR: 12 months.

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Serve as the first point of contact for visitors to the superintendent's office. Present a friendly and helpful attitude for those contacting the superintendent's office via telephone or other electronic means.
2. Maintain complete and systematic records based upon the Missouri School Financial Accounting System for the district for assigned aspects of financial system.
3. Prepare monthly financial statements of income and expense, and other reports as necessary.
4. Prepare monthly student activity reports for elementary and high school offices.
5. Maintain accurate records of district receipts, disbursements, and investments.
6. Reconcile the bank statements monthly for the District account as well as any subsidiary funds (Scholarship Funds, Revolving Fund accounts, etc.).

7. Process payrolls, as submitted by the superintendent's secretary, including deductions for social security, insurance, teacher retirement and others required by salary deductions.
8. Maintain employee insurance payment schedule, including retired personnel, employee paid insurance by payroll deduction, etc.
9. Make weekly deposits to the bank including all county revenue, lunch and activity receipts from the elementary and high school, and any other such funds as necessary.
10. Record revenue from the state by direct deposit.
11. Report to the Board of Education the expenditures for the month.
12. Provide current information regarding balance of funds to the superintendent's secretary and/or superintendent.
13. Enter budget in computer financial accounting system, as well as spreadsheet for budget books.
14. Serve as main office receptionist, by answering the telephone, directing telephone calls, receiving visitors, and coordinating visitor traffic.
15. Primary responsibility for sorting incoming mail, processing outgoing mail, filing, and other miscellaneous jobs.
16. Assist the secretary to the superintendent as needed.
17. Maintain an attractive work area.
18. Performs other related duties as assigned by the immediate supervisor or superintendent..

TERM OF EMPLOYMENT: 12 months

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
ASSISTANT PRINCIPAL

TITLE: Assistant Principal

QUALIFICATIONS:

1. Certification in Educational Leadership, School Principal or Administration and Supervision or currently enrolled in a program leading to such certification
2. Three years classroom teaching experience and/or administrative experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Principal

SUPERVISES: Faculty and non-certified staff as assigned by the principal

JOB GOAL: To use leadership, supervisory, and administrative skills to assist the Principal so as to promote the educational development of every student.

HOURS OF WORK: Consistent with the established school day. Responsibilities will require a wide variance to these hours including supervisory functions at night activities. Some days may require earlier arrival times and/or a later departure time.

LENGTH OF WORK YEAR: Minimum of 10 months (two weeks prior to the opening of school and two weeks after school closes.) Contract may be extended dependant upon job responsibilities and requirements as set by the Board of Education.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

A. Leadership Competence and Responsibility

1. Articulates and supports the philosophy and direction for the Gideon School District
2. Utilizes appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment
3. Actively participates within a team environment consisting of administrative a school teams including, staff meetings, professional learning community meetings, administrative team meetings, and attendance at board meetings as requested.
4. Engages in on-going professional growth through active participation in quality professional development

5. Maintains and models high standards of professional conduct and sets high standards of performance for self, others, and school.
6. Promotes a climate of continuous school improvement

B. Administrative Competence and Responsibility

1. Cooperates and coordinates with all administrators within the school
2. Is knowledgeable of and carries out the policies and procedures of the district
3. Assists in creating and maintaining a climate of respect and fairness for all staff and students
4. Assists in creating and maintaining a safe, orderly, positive and effective learning environment.
5. Assists with the induction of beginning teachers and monitoring progress
6. Assists in frequent, on-going monitoring of the teaching/learning process
7. Provides the principal with feedback on instructional progress or concerns with teaching staff performance
8. Assists in developing master schedules/classes to meet the needs of students while utilizing the most effective assignment of human and physical resources within the district
9. Assists in daily managerial and supervisory tasks as requested by the principal
10. Assumes the responsibility for student discipline in the absence of the principal
11. Responds in a timely manner to written and oral requests for information
12. Actively assists in program development, revisions and evaluation as assigned
13. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy concerning professional staff.

DATE IMPLEMENTED: December 2003

JOB DESCRIPTION
School District of Gideon #37
ASSISTANT SUPERINTENDENT

TITLE: Assistant Superintendent

QUALIFICATIONS:

1. Certification in Educational Leadership, School Administration and Supervision. Superintendents certificate (Missouri) or currently enrolled in a program leading to such certification
2. Two years administrative or supervisory experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: District employees as assigned by the superintendent

JOB GOAL: To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. Administers the particular programs and areas of which he/she has charge with a maximum of efficiency.

HOURS OF WORK: Consistent with the established school day and the needs of the district

LENGTH OF WORK YEAR: 12 months

SALARY: To be determined by the Board of Education

PERFORMANCE RESPONSIBILITIES:

A. Leadership Competence and Responsibility:

1. Articulates and supports the philosophy and direction for the Gideon School District
2. Demonstrates an active concern for the solution of educational problems within the district
3. Utilizes appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment
4. Actively participates within a team environment consisting of administrative a school teams including, staff meetings, professional learning community meetings, administrative team meetings, and attendance at board meetings as requested.
5. Encourages and models cooperation and coordination within and between schools to ensure effective articulation and implementation of programs and curricula at all levels
6. Keeps current with literature in the field of leadership in education and is involved in professional activities devoted to the advancement of improved learning for all students.

7. Maintains and models high standards of professional conduct and sets high standards of performance for self, others, and school.
8. Promotes a climate of continuous school improvement

B. Administrative Competence and Responsibility

1. Cooperates and coordinates with all administrators within the school
2. Is knowledgeable of and carries out the policies and procedures of the district
3. Regularly communicates with the superintendent and immediately informs him/her of any major district issues or concerns
4. Works with principals in the implementation and evaluation of instructional methods and programs, and recommends changes and improvements as needed.
5. Coordinates the planning of in-service and staff development programs for instructional staff to ensure instructional programs are effectively implemented
6. Ensures that curriculum content and instruction are based upon instructional goals approved and monitored through the school improvement program
7. Works with building principals in frequent, on-going monitoring of the teaching/learning process
8. Provides the principal with feedback on instructional progress or concerns with teaching staff performance
9. Utilizes appropriate national, regional and state resources for school improvement
10. Effectively utilizes evaluation measures of the achievement program through systematic analysis of student achievement and other data critical to monitoring progress of the school improvement plan
11. Responds in a timely manner to written and oral requests for information
12. Actively assists in program development, revisions and evaluation as assigned
13. Responsible for the supervision, monitoring and evaluation of assigned programs within the district
14. Performs other duties related to the job as assigned by the superintendent or designated by the board of education

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy concerning professional staff.

DATE IMPLEMENTED: December 2003

JOB DESCRIPTION
School District of Gideon #37
BUS DRIVER

TITLE: Bus Driver

QUALIFICATIONS:

1. CDL license, MO Bus Permit
2. Experienced Driver with good driving record
3. Good references
4. Perform satisfactorily on district driving test (informal)

REPORTS TO: Superintendent/Transportation Supervisor

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extracurricular program.

LENGTH OF WORK YEAR: All days when school is in session. (Approximately 175 days during the regular school year with additional summer school driving days)

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. All drivers must meet the standards outlined in the state statute, possess a valid Missouri Bus Operator's Permit and present a health certificate before they assume their duties.
2. Drivers shall be of a good moral character, be able to read and write, and have sufficient training and experience to make them qualified and competent for their positions.
3. It shall be the duty of bus drivers to become familiar with all safety standards and regulations of the state and local Board, and to observe them in qualifying for their positions and in the performance of their assignments.
4. It shall be the duty of the driver to report all needed repairs, etc., to the transportation supervisor.
5. Routine cleaning and washing of the bus shall be the duty of the driver.
6. Trips and extra duties will be assigned and supervised by the transportation supervisor upon instructions from the superintendent.
7. Performs other related duties as assigned by the immediate supervisor or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
COOK

TITLE: Cook

QUALIFICATIONS:

1. Free of communicable disease
2. Demonstrated aptitude or competence for assigned responsibilities
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Head Cook

JOB GOAL: To prepare meals in an atmosphere of efficiency, cleanliness and warmth.

HOURS OF WORK: Approximately 6:30 a.m. to 12:30 p.m. daily depending upon job demands. (up to 6 ¼ hours per day).

LENGTH OF WORK YEAR: Approximately 9 ¼ months (based on student and teacher attendance days)

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Prepare food as directed by the head cook.
2. Serve food as directed by the head cook in a quick and pleasant manner.
3. Clean up the kitchen and cafeteria area as scheduled by the head cook.
4. Perform major cleaning of refrigerators, equipment and storerooms at regularly scheduled intervals as designated by the head cook.
5. Store and dispose of unused food as directed. Cafeteria employees are not to take any food items, leftovers, etc. from the cafeteria.
6. Remove used dishes and assists in the cleaning of counters, tables and furnishings in the dining area as scheduled.
7. Wash trays, silverware, etc. as scheduled.
8. Maintain the trash and garbage areas in a neat and sanitary fashion.
9. Adhere to personal hygiene practices that result in a neat and clean appearance such as appropriate clothing, personal cleanliness, etc.
10. Projects a positive, courteous attitude.
11. Perform other duties as assigned by the head cook.
12. Dress appropriately designated by the Superintendent.
13. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
CUSTODIAN

TITLE: Custodian

QUALIFICATIONS:

1. Demonstrated aptitude or competence for assigned responsibilities.
2. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Head Custodian

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be maintained.

HOURS OF WORK: 7:00 a.m. to 4:00 p.m. daily, 40 hours per week. Circumstances may require work beyond these hours due to unusual circumstances on occasions. Extra nighttime and weekend hours are required for school sponsored activities.

LENGTH OF WORK YEAR: 12 months

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. The employment, working conditions, assignments, etc., of custodians shall be under the jurisdiction of the superintendent.
2. They shall follow such general directions as may be given by the superintendent, and shall in all other matters be under the direction and supervision of the principal and head custodian.
3. During vacation periods, custodians will do maintenance work and repair work as directed by the superintendent.
4. General supervision of custodial and maintenance services shall be exercised by the head custodian. He shall be responsible for the assignment of specific duties to members of his crew, shall keep an inventory of supplies and equipment and shall requisition needed items for all buildings.
5. Each custodian shall keep an inventory of supplies and equipment assigned to him and shall request necessary supplies for use in his assignment.
6. Custodians are not to admit students or unauthorized persons to enter the buildings without specific directions from the principal or superintendent.
7. Custodians shall be responsible for equipment assigned to them and shall be expected to enforce the regulations of the Board concerning its use for school purposes only.

8. General job duties shall include appropriate cleaning of regularly assigned facilities and of additional facilities as needed. Assisting with general maintenance, repair, and construction projects as assigned. Mowing, cleaning, raking, and otherwise caring for the grounds.
9. Projects a positive, courteous attitude toward co-workers, teachers, students and the community.
10. Other duties as assigned by the superintendent, building principal or head custodian within the scope of the job.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
ELEMENTARY COUNSELOR

TITLE: Elementary Counselor

QUALIFICATIONS:

1. Master's Degree from an approved college or university with specialized training in school counseling oriented toward the specific counseling position he/she holds
2. A valid certificate from the Missouri State Department of Education
3. Personality traits suitable to effective school counseling

REPORTS TO: Building Principal and Superintendent of Schools

SALARY: School counselors' salaries shall be determined in the same manner as other regular members of the teaching staff with adjustment for extra time worked.

TERM OF EMPLOYMENT: 10 months with potential additional time as dictated by district needs.

PRIMARY RESPONSIBILITIES:

As a member of the district guidance department staff, a counselor is to provide a comprehensive guidance program for students in grades K-6. The counselor provides activities to meet the needs of the students, consults with teachers, staff and parents to enhance their effectiveness in helping students, and provides support to other elementary educational programs.

MAJOR JOB RESPONSIBILITIES:

1. Implement the elementary guidance curriculum.
2. Guide and counsel groups and individual students through the development of educational and career plans.
3. Counsel small groups and individual students with problems.
4. Consult with teachers, staff and parents regarding meeting the developmental needs of students.
5. Refer students with severe problems to appropriate community resources in consultation with their parents.
6. Participate in, coordinate or conduct activities which contribute to the effective operation of the school.
7. Evaluate and revise the building guidance program.
8. Pursue professional growth.
9. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

KEY DUTIES:

1. Implement the elementary guidance curriculum: Conduct guidance learning activities in the classroom as planned in conjunction with school administration and teachers; consult with and/or be a resource person for teachers to facilitate the infusion of guidance learning activities into the regular education curricula.
2. Guide and counsel groups and individual students through the development of educational and career plans: Provide orientation activities for students new to the school; participate in orientation programs for parents and students; assist students in the transition from elementary to middle/junior high school; inform students and their parents of test results and their implications for educational planning; provide resources and information to assist in career awareness and career exploration activities.
3. Counsel small groups and individual students with problems: Conduct structured, goal oriented counseling sessions to meet the identified needs of individuals or groups of students. Session topics at the elementary level may include self awareness, self identity, academic problems, behavior problems, peer problems, family issues, child abuse and substance abuse.
4. Consult with teachers, staff and parents regarding meeting the developmental needs of students: Participate in staffings; conduct in-service programs for faculty; conduct and facilitate conferences with teachers, students, and parents; conduct or provide opportunities for parent education programs; assist families with school related problems.
5. Refer students with severe problems to appropriate community agencies in consultation with their parents: Consult and coordinate with in-district and community agencies, such as school psychologists, nurses, administrators and community-based psychologists, service agencies and physicians.
6. Coordinate, conduct or participate in activities which contribute to the effective operation of the school: Interpret group test results to faculty and staff; establish effective liaisons with all grade levels; act as an advocate for students as appropriate in conjunction with other staff; assist other school staff in the placement of students with special needs in appropriate programs such as gifted education and special education; participate with the administration and faculty as a team member in the implementation of the district testing program.
7. Evaluate and revise the building guidance program: Review periodically with staff and administration the guidance program using the program evaluation self-study; review and modify the program calendar and evaluate guidance learning activities.
8. Pursue professional growth: Attend state and local staff development programs; join professional associations (MSCA, MVA, AACD, MACD, AVA, etc.); read professional journals; attend relevant workshops and conferences sponsored by professional organizations; take post graduate courses.

Time Distribution for Elementary School Counselors

In order to carry out a comprehensive developmental guidance program, the following allocations of time are suggested:

Guidance Curriculum	35% - 45%
Individual Planning	5% - 10%
Responsive Services	30% - 40%

System Support
Non-Guidance

10% - 15%
0%

OTHER DUTIES SHALL INCLUDE:

1. To assume responsibility for directing and planning the guidance and counseling program
2. To work with students, teachers, and administrators cooperatively in order to improve the overall effectiveness of the school program
3. To work with students in the analysis and solutions to their individual needs and problems
4. To compile test scores and other personal data about students, in order that teachers may better understand the learning difficulty encountered by their students
5. To furnish objective information to administrators so that school programs may be adapted and revised to meet the needs of students
6. To accumulate information about each pupil, such as objective test data, academic achievement scores, aptitude and interest data, and educational and occupational plans
7. To consult with and give advice to students and parents
8. To recommend professional help for students with more deep-seated problems

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
HEAD COOK

TITLE: Head Cook

QUALIFICATIONS:

1. Free of any communicable diseases. An annual health certificate is required.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Cooks

JOB GOAL: To insure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

HOURS OF WORK: Approximately 6:30 a.m. to 1:00 p.m. daily depending upon job demands. (up to 6 3/4 hours per day).

LENGTH OF WORK YEAR: Approximately 9 ¼ months (based on student and teacher attendance days). Extra days are allotted the week before the school year starts and the week after the regular school year ends in order to prepare for the first week of school and to put things in order for the summer at the close of the school year.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Assigns, directs, plans and supervises the work of cafeteria employees.
2. Plans, directs and assists with the preparation of all food in the cafeteria.
3. Directs sanitation procedures.
4. Checks the kitchen, cooking and mixing utensils and employees for cleanliness and sanitary purposes. Maintains extremely high standards of personal cleanliness. Maintains the highest standards of cleanliness in the kitchen and cafeteria.
5. Appropriate dress as designated by the Superintendent.
6. Assumes responsibility for the security of food and supplies.
7. Supervises the cleaning of the eating area of the cafeteria.
8. Instructs new cafeteria employees in performing their assigned tasks.
9. Maintains a written schedule for cafeteria employees to insure an orderly, systematic approach to the operation.

10. Evaluates the performance of all cafeteria employees and reports their effectiveness to the Superintendent.
11. Inspects the kitchen and cafeteria for safety hazards and for safe efficient use of equipment.
12. Checks food shipments into the school, signing invoices only after each order has been verified.
13. Makes all food purchases on a regular schedule comparing prices, making practical purchases. Orders non-food supplies as necessary. Recommends the purchase of equipment as necessary to the Superintendent.
14. Determines the quantities of food to be prepared daily.
15. Determines the size of serving to meet the necessary age requirements.
16. Utilizes appropriate software or alternatively approved means to plan menus that meet state and federal requirements.
17. Prepares food according to the scheduled menu, uniform recipes and determines if the finished product is of best quality both in flavor and appearance before it is served. Daily menus should provide enough variety in foods, texture and color to be both nutritious and appealing to the eye.
18. Oversees the locking of the storeroom and food freezer.
19. Maintains a correct, current inventory of purchased foods and commodities.
20. Reports immediately to the Superintendent any problem or accident occurring in the kitchen or cafeteria.
21. Confers with the Superintendent regarding any personnel problems.
22. Reports any faulty or inferior food received to the Superintendent.
23. Supervises the daily cleaning of all kitchen equipment and the washing and sterilization of all dishes, silverware and utensils.
24. Insures that no food or non-food items inappropriately leave the kitchen or cafeteria.
25. Attends state and local workshops when available.
26. Conducts annual written evaluation of cooks.
27. Projects a positive, courteous attitude toward co-workers, teachers, students and the community.
28. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

*Also functions as one of the cooks rotating and sharing in work responsibilities.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
HEAD CUSTODIAN

TITLE: Head Custodian

QUALIFICATIONS:

1. Previous custodial or maintenance experience.
2. Ability to perform routine mechanical, plumbing, heating, electrical and facility repair.
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Custodians, contracted individuals making repairs, etc. for the district.

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be maintained.

HOURS OF WORK: 7:00 a.m. to 4:00 p.m. daily, 40 hours per week. Circumstances may require work beyond these hours due to unusual circumstances on occasions. Extra nighttime and weekend hours are required for school sponsored activities.

LENGTH OF WORK YEAR: 12 months

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. The employment, working conditions, assignments, etc., of custodians shall be under the jurisdiction of the superintendent. They shall follow such general directions as may be given by the superintendent, and shall in all other matters be under the direction and supervision of the principal.
2. During vacation periods, custodians will do maintenance work and repair work as directed by the superintendent.
3. General supervision of custodial and maintenance services shall be exercised by the head custodian. He shall be responsible for the assignment of specific duties to members of his crew, shall keep an inventory of supplies and equipment and shall requisition needed items for all buildings.
4. Each custodian shall keep an inventory of supplies and equipment assigned to him and shall request necessary supplies for use in his assignment.
5. Custodians are not to admit students or unauthorized persons to enter the buildings without specific directions from the principal or superintendent.

6. Custodians shall be responsible for equipment assigned to them and shall be expected to enforce the regulations of the Board concerning its use for school purposes only.
7. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

OTHER SPECIFIC DUTIES:

1. Helps in selecting, assigning, scheduling and training of the custodial staff.
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency of school facilities.
3. Monitors the time sheets of all custodians to insure they are maintained properly.
4. Maintains an inventory and recommends purchase of necessary supplies, tools and equipment.
5. Maintains appropriate materials data sheets for all chemicals used on buildings and grounds.
6. Evaluates the performance of the custodial staff on a regular basis and completes a written evaluation of performance at least on an annual basis for each custodian.
7. Strives constantly to promote the safety, health and comfort of the students and employees.
8. Accepts the responsibility that the general state of repair and appearance of the facilities and grounds are under his/her control and that existing conditions reflect his/her job performance.
9. Perform custodial duties when required.
10. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, including routine maintenance of building heating and cooling units.
11. Conducts periodic inspections and tests of all electrical installations in the school to insure their safe condition.
12. Conducts periodic maintenance, as required, on school owned machinery.
13. Keeps superintendent informed as to condition of facilities, campus, and supplies.
14. Follows closely, on a periodic basis, the supervisor's checklist, to insure proper functioning of all systems and proper state of repair of all items, making repairs in order of their priority, immediately.
15. Clears all necessary purchases through the superintendent.
16. Checks daily with each principal to take care of any immediate needs that may exist.
17. Major maintenance requests will be submitted to the superintendent by the building principal; these requests will then be directed to the Head Custodian to take appropriate action.
18. The Head Custodian shall be aware, at all times of the level of necessary supplies. He shall inform the superintendent of needed items in advance, so supply is not completely depleted.
19. The Head Custodian shall be on call for occasional needs beyond regular working hours. Any time worked beyond regular working hours will be paid for in addition to established salary.

20. Projects a positive, courteous attitude toward co-workers, teachers, students and the community.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
HIGH SCHOOL COUNSELOR

TITLE: High School Counselor

QUALIFICATIONS:

1. Master's Degree from an approved college or university with specialized training in school counseling oriented toward the specific counseling position he/she holds
2. A valid certificate from the Missouri State Department of Education
3. Personality traits suitable to effective school counseling

REPORTS TO: Building Principal, Superintendent of Schools

SALARY: School counselors' salaries shall be determined in the same manner as other regular members of the teaching staff with adjustment for extra time worked.

TERM OF EMPLOYMENT: 10 months with potential additional time as dictated by district needs.

PRIMARY RESPONSIBILITIES:

As a member of the guidance department staff, a counselor is to provide a comprehensive guidance program for students in grades 7-12. The counselor provides activities to meet the needs of their assigned case-load, consults with teachers, staff and parents to enhance their effectiveness in helping students and provides support to other high school educational programs.

MAJOR JOB RESPONSIBILITIES:

1. Implement the high school guidance curriculum.
2. Guide and counsel groups of and individual students through the development of educational and career plans.
3. Counsel small groups and individual students with problems.
4. Consult with teachers, staff and parents regarding meeting the developmental needs of students.
5. Refer students with severe problems to appropriate community resources in consultation with their parents.
6. Participate in, coordinate or conduct activities which contribute to the effective operation of the school.
7. Evaluate and revise the building guidance program.
8. Pursue professional growth.
9. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

KEY DUTIES:

1. Implement the high school guidance curriculum: Conduct guidance learning activities in the classroom as planned in conjunction with school administration and teachers; consult with and be a resource person for teachers to facilitate the infusion of guidance learning activities into the regular education curricula.
2. Guide and counsel groups of and individual students through the development of educational and career plans: Provide orientation activities for students new to the school; participate in orientation programs for incoming 9th graders; guide 9th and 10th graders in the updating of their "High School Four Year Plans"; guide 11th and 12th graders to assist them in evaluating their current status and requirements needed for High School graduation; guide 12th graders to help them to develop and take appropriate steps toward implementing their post-high school educational or career plans; assist in pre-registration of students; guide groups of and individual students and their parents in the use of test results and information for education and career planning; guide all students to develop tentative career/vocational plans through the use of resources in the guidance center such as MOVEIW or other available career planning resources.
3. Counsel small groups and individual students with problems: Conduct structured, goal-oriented counseling sessions to meet the identified needs of individual or group of students. Session topics at the high school level may include self concept, academic problems, attendance and behavior problems, peer problems, family issues, child abuse, substance abuse, suicide (threats and attempts), and sexuality issues.
4. Consult with teachers, staff and parents regarding meeting the developmental needs of students: Participate in staffing; conduct in-service programs for faculty; conduct and facilitate conferences with teachers, students and parents; assist families with school related problems.
5. Refer students with severe problems to appropriate community agencies in consultation with their parents: Consult and coordinates with in-district and community agencies, such as school psychologist, nurses, and administrators and community-based psychologists, service agencies and physicians.
6. Coordinate, conduct or participate in activities which contribute to the effective operation of the school: Interpret group test results to faculty and staff; establish effective liaisons with the various instructional departments; act as an advocate for groups or individual students as appropriate in conjunction with other staff; assist other school staff in the placement of students with special needs in appropriate programs such as gifted educational and special education; and participate with the administration and faculty as a team member in the implementation of the district testing program.
7. Evaluate and revise the building guidance program: Review periodically with the staff and administration the guidance program using the program evaluation self study; review and modify the guidance program calendar; evaluate guidance learning activities.
8. Pursue professional growth: Attend state and local staff development programs; join professional associations (MSCA, MVA, AACD, MACD, AVA, etc.); read professional journals; attend relevant workshops and conferences sponsored by professional organizations; take post graduate courses.

Time Distribution for High School Counselors

In order to carry out a comprehensive developmental guidance program, the following allocations of time are suggested:

Guidance Curriculum	15% - 35%
Individual Planning	15% - 25%
Responsive Services	15% - 25%
System Support	15% - 25%
A+ Coordination	25% - 35%

Other duties shall be:

1. To assume responsibility for directing and planning the guidance and counseling program
2. To work with students, teachers, and administrators cooperatively in order to improve the overall effectiveness of the school program
3. To work with students in the analysis and solutions to their individual needs and problems
4. To compile test scores and other personal data about students, in order that teachers may better understand the learning difficulty encountered by their students
5. To furnish objective information to administrators so that school programs may be adapted and revised to meet the needs of students
6. To accumulate information about each pupil, such as objective test data, academic achievement scores, aptitude and interest data, and educational and occupational plans and coordinate appropriate plans with A+ requirements
7. To consult with and give advice to students and parents
8. To recommend professional help for students with more deep-seated problems
9. To be familiar with college and vocational school requirements, occupational requirements, and assist each child in their preparation to meet these requirements
10. To make available information pertaining to special assistance for students needing financial help in continuing their post-secondary education
11. To accumulate occupational information and to make this information available to students and parents.
12. To provide additional support and planning in order to meet required A+ components.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
LIBRARY/MEDIA ASSISTANT

TITLE: Library/Media Assistant

QUALIFICATIONS:

1. A minimum of 60 college credit hours from an approved college or university
2. Selection and assignment based on standards for schools in Missouri

REPORTS TO: Media Specialist/Librarian
Building Principals

JOB GOAL: To support student achievement by providing appropriate library, media, and technology services and support.

HOURS OF WORK: Consistent with the established school day and up to an additional hour per day to provide extended access to the media center.

LENGTH OF WORK YEAR: Consistent with regular teacher attendance days and may be extended upon authorization of the media center director and approved by the superintendent.

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Performs administrative functions such as: assisting the media specialist/librarian in planning and implementing the media program, scheduling of classes and groups in the media centers, helping staff find support materials, and supervising circulation of materials.
2. Performs educational functions such as: assisting the media specialist/librarian in targeting student and staff needs, participating in curriculum revisions, and keeping current with educational trends.
3. Performs technical functions such as: assisting in processing, organizing and circulating materials; and assisting in maintaining accurate records of library holdings and weeding of obsolete materials.
4. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
LUNCHROOM CASHIER

TITLE: Lunchroom Cashier

QUALIFICATIONS:

1. High School Diploma
2. Accomplished in use of calculator, typewriter, and computer.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent and Board of Education
Superintendent's Secretary

JOB GOAL: To assist in the operation of the lunchroom and to provide for accounting of lunches served in terms of billing, payment, and requirements for a reimbursable meal.

HOURS OF WORK: Coordinates with another position.

LENGTH OF WORK YEAR: Consistent with regular teacher attendance days.

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Serves as cashier for the lunchroom and keeps accurate daily tally of all lunches served.
2. Coordinates collection of lunch funds between building offices and central office.
3. Enters lunch deposits into the system and verifies lunch balances.
4. Generates appropriate daily and monthly verification reports.
5. Daily records the number of lunches served, money received in the cafeteria, and charges due.
6. Completes monthly lunch report for the superintendent's secretary prior to board meeting.
7. Notifies the appropriate building principal of any students with outstanding balances over the established limits.
8. Ensures that student trays meet the requirements for a reimbursable lunch
9. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
MEDIA SPECIALIST/LIBRARIAN

TITLE: Media Specialist/Librarian

QUALIFICATIONS:

1. A Bachelor's Degree with special training in library science from an approved college or university
2. Valid librarian's certificate issued by the Missouri State Department of Education
3. Such other alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools and Building Principals

JOB GOAL: To oversee the district's library media and technology services in order to enhance educational opportunities for our students.

HOURS OF WORK: Consistent with the established school day.

LENGTH OF WORK YEAR: 10 1/4 months with possible additional extension by recommendation of the superintendent.

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Performs administrative functions such as: planning and implementing the media program, scheduling classes and groups in the media centers, planning with the educational program, programming for student and teacher use of media resources, supervising circulation, evaluating the media program, and coordinating media and technology services.
2. Performs educational functions such as: becoming conversant with all aspects of the educational program, targeting student and staff needs, participating in curriculum study and revision, and keeping current with educational trends.
3. Collaborates with instructional staff to integrate LMC resources into the curriculum through jointly planning instruction of information literacy skills and assistance with individual and class projects.
4. Performs technical functions such as: establishing routines for selecting, ordering, processing, organizing and circulating materials; and maintaining accurate records of library holdings and weeding of obsolete materials.
5. Submits requisitions, following the same procedures as classroom teachers, for books, periodicals, media supplies, and all other material needed in the media centers; and then checks all orders upon receipt to verify that all items ordered were received so that invoices may be approved for payment.

6. Keeps complete, accurate daily records of the circulation of books and others materials, loss of books and other materials, and overdue books.
7. Submits carefully reviewed annual reports to the State Department of Education of classification purposes, as well as any other regular of special reports requested by the district.
8. Inventories all media center holding annually during the last quarter which shall show new holding added during the year, losses which occurred during the year, and total media center holding at the end of the school year; which will serve as the basis for reporting media center holdings on all reports submitted by the librarian.
9. Performs other related duties as assigned by the superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
NURSE K-12

TITLE: School Nurse

QUALIFICATIONS:

1. Minimum - high school diploma - RN, LPN certification, Emergency Medical Technician certification preferred.
2. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

The school nurse shall meet state qualifications. She shall possess the personality traits that are necessary for success in working with the children as evidenced by successful experience or recommendation from the training institution.

REPORTS TO: Superintendent and Building Principals

JOB GOAL: To assist in creating a climate of health and well-being in the district.

HOURS OF WORK: 8:00 a.m. - 3:30 p.m. daily

LENGTH OF WORK YEAR: Consistent with the teacher attendance days scheduled.

SALARY: To be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

The nurse shall work under the direction of the Principal of the building to which she is assigned except at such times when her duties involve all schools at once. These activities shall be coordinated through the office of the Superintendent.

Performance Responsibilities in addition to those outlined in the Comprehensive Nursing Plan shall include:

1. Necessary physical examinations.
2. Instructions for securing dental and medical care.
3. Selection of students in need of examination or health service.
4. Visual and auditory screening.
5. Administering first aid.
6. Contacting homes referred by the principals.
7. Supplying information on prevention and control of communicable diseases.
8. Reports to parents, school personnel, family physician, clinics, and other agencies.
9. Conferences with parents, teachers, or students.
10. Follow-ups on referral cases.

11. Keeping of adequate and required health records.
12. Compiling of all federal, state, county, and local reports.
13. Participation in studies and surveys.
14. Administration of shot clinics.
15. Assists school health committee and administrators in developing school health program.
16. Participates in school health curriculum matters.
17. Coordinates school programs of immunization, physical examinations, and vision and hearing testing.
18. Assists district in determining health needs.
19. Coordinates, assists and arranges instruction for teachers in the screening of students for health defects.
20. Maintains up-to-date cumulative health records on all students utilizing the electronic student information system.
21. Reports to parents, school officials and other appropriate agencies concerning school health matters.
22. Visits student homes when necessary.
23. Administers or obtains emergency medical treatment for students or staff members when necessary.
24. Administers minor first aid treatment in accordance with established first aid procedures.
25. Coordinates actions for meeting the health needs of individual students.
26. Advises district on exclusion and readmission of student in connection with infectious and contagious diseases.
27. Participates in in-service training program.
28. Assists school personnel in maintaining sanitary standards in schools.
29. Performs other related duties as assigned by building principal or superintendent.

EVALUATION: Performance of this job will be evaluated by the district superintendent, and building principal.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
P.A.T. COORDINATOR/EDUCATOR

TITLE: P.A.T. (Parents As Teachers) Coordinator/Educator

QUALIFICATIONS:

1. Minimum of High School diploma.
2. Early childhood experience required.
3. Must possess knowledge of child development, testing, and community resources.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

SUPERVISES: The coordinator supervises other parent educators.

JOB GOAL: Early detection of learning difficulties, as well as support services to the family during the vital early years.

HOURS OF WORK: Hours are worked according to coordinator's scheduling with parents and necessary meetings to be attended.

LENGTH OF WORK YEAR: Part-time position, during school months only.

SALARY: To be set by the Board of Education in accordance with special funding available.

PERFORMANCE RESPONSIBILITIES:

1. Provide developmental information to parents of children birth to 4 years of age.
2. Periodic checkups of child's educational and sensory development.
3. Personal visits to parents – as required by the program.
4. Facilitate group meetings – as required by the program.
5. Empower parents to make responsible decisions regarding their children.
6. Facilitates parents' utilization of community resources.
7. Attends in-service training for recertification.
8. Actively shares skills, knowledge, and resources with colleagues within the district and beyond.
9. Recruit and enroll families in P.A.T program.
10. Advertise and promote P.A.T. program.
11. Provide for appropriate communication with parents.
12. Complete end-of-year reports as required.
13. Maintain confidentiality.
14. Attend workshops, seminars, in-services to further own understanding of child development and issues.

15. Carry out home visits utilizing methodology defined by the Parent's as Teachers program.
16. Plan and conduct group meetings as prescribed by the Parent's as Teachers program.
17. Carry out appropriate Curriculum Development Activities including:
 - A. Write lesson plans for Home Visits
 - B. Write lesson plans for Group Meetings
 - C. Write activity guides
 - D. Write developmental information for each Phase
 - E. Develop materials for parents:
 1. Toy making instructions
 2. Safety guidelines for the home
 3. Toys appropriate for each Phase
 4. Book list for twos and threes
 5. Community resource list
 6. Stable, instructions
18. Provide for dissemination of program information.
19. Conduct or participate in appropriate screenings
 - A. Conduct continuous informal observations
 - B. Administer screening instruments
 1. 6 mo. DDST
 2. 12 mo. DDST
 3. 14 mo. Receptive language
 4. 24 mo. DDST
 5. 25 mo. Receptive language
 6. 36 mo. Zimmerman language
 - C. Test hearing using tympanometer
 - D. Explain screening procedures to parent
 - E. Make screening a positive learning experience for parents
 - F. Interpret results to parents
 - G. Prepare screening kits/materials
 - H. Practice testing before administering
20. Keep required records, gather appropriate data for program evaluation, and file all required reports in a timely manner.
21. Provide for a PAT resource center.
22. Provide for recruitment/enrollment of families in the program.
23. Performs other related duties, including extra-curricular duties, as assigned by the immediate building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2009

JOB DESCRIPTION
School District of Gideon #37
PRINCIPAL

TITLE: Principal

QUALIFICATIONS:

1. Missouri Principals certificate
2. A minimum of a Master's Degree in Educational Administration – Specialist in Education Degree preferred
3. Previous experience as principal desirable
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES: Faculty and non-certified staff under his/her direction and anyone else designated by the superintendent.

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of every student.

HOURS OF WORK: Consistent with the established school day. Responsibilities will require a wide variance to these hours including supervisory functions at night activities. Some days may require earlier arrival times and/or a later departure time.

LENGTH OF WORK YEAR: Minimum of 10 months (two weeks prior to the opening of school and two weeks after school closes.) Contract may be extended dependant upon job responsibilities and requirements as set by the Board of Education.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

A. Leadership Competence and Responsibility

1. Articulates and supports the philosophy and direction of the Gideon School District
2. Establishes a framework for collective inquiry and collaborative action based on scientific research which is proven to be effective
3. Involves the school community in developing and supporting shared beliefs, values, mission and goals for the district
4. Provides effective internal support and feedback to instructional staff to improve and enhance effective instructional practices

5. Leads and works effectively within a team environment consisting of administrative and school teams including conducting regular staff meetings, professional learning community meetings, participation in administrative team meetings, and attendance at board meetings.
6. Communicates frequently and effectively with staff, students, parents and members of the community to better meet the needs of the students including the responsibility for all official school correspondence and news releases from his/her area of responsibility.
7. Uses appropriate communication tools, especially current technologies
8. Acts as a liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school activities.
9. Makes informed, objective judgments
10. Engages in on-going professional growth through active participation in quality professional development
11. Monitors the instructional process in the building and determines professional development requirements needed to improve instructional effectiveness.
12. Promotes a climate of continuous school improvement

B. Administrative Competence and Responsibility

1. Creates and maintains a safe, orderly, positive and effective learning environment including the establishment of guides for proper student conduct and discipline.
2. Creates and maintains a climate of respect and fairness for all staff and students
3. Interprets and enforces district policies and administrative regulations in his/her area of responsibility.
4. Participates in the selection of all school-based staff and make recommendations concerning employment
5. Responsible for the primary supervision and performance evaluation of all school-based staff and makes recommendations concerning re-employment.
6. Employs and monitors acceptable accounting procedures in the maintenance of all fiscal and administrative reports and records
7. Prepares and submits budgetary requests, reviews requisitions, prepares purchase orders and monitors expenditures in the area of assigned responsibility
8. Develops master schedules/classes to meet the needs of students while utilizing the most effective assignment of human and physical resources within the district
9. Supervises the guidance program, A+ program, and other building specific programs to enhance individual student's education and development.
10. Plans, organizes, attends and directs the implementation of all school activities within his/her area of responsibility.
11. Arranges for appropriate supervision of all school functions within his/her area of responsibility.
12. Keeps the superintendent informed of the school's activities, programs, and any problems.
13. Provides for adequate annual inventories of property under his/her jurisdiction and for the security and accountability of that property.
14. Plans and supervises appropriate emergency drills as required by law and board policy.
15. Supervises the maintenance of accurate student records.
16. Supervises the daily use of the school facilities.

17. Assumes responsibility for the attendance, conduct, and health of students.
18. Supervises and evaluates the school extracurricular programs.
19. Prepares or supervises the preparation of reports, records, lists, and all other paper work required or appropriate to the school's administration.
20. Responds in a timely manner to written and oral request for information.
21. Actively participates in program development, revisions and evaluation.
22. Performs other duties as assigned by the superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District #37
SECRETARY TO THE ELEMENTARY PRINCIPAL

TITLE: Elementary Building Secretary

QUALIFICATIONS:

1. High School Diploma
2. Accomplished in use of computer applications, calculator, and other office equipment (to principal's satisfaction.)
3. Previous job experience as secretary preferred but not necessary.
4. Observe courteous telephone and office practices.
5. Such alternatives to the above qualifications as the Board and administration may find appropriate and acceptable.

REPORTS TO: Elementary School Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of students can be realized.

HOURS OF WORK: Consistent with the established work day through completion of bus routes (7 hours per day)

LENGTH OF WORK YEAR: Ten months. Two weeks prior to the beginning of the school year and twoweeks after school ends.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, yet productive and efficient office.
2. Maintains student permanent records as required.
3. Receives and routes all incoming calls in an efficient and polite manner.
4. Maintains a daily teacher attendance log and substitute teacher records.
5. Oversees office machines, daily maintenance of equipment, and helps train others in their use.
6. Maintains daily attendance of all students; keeps track of all students checking in or out.
7. Keeps informed regarding all visitors in the elementary school.
8. Keys a variety of material, such as letters, student records, reports, memos, notes to the parents, etc. as directed by the principal.
9. Processes all purchase orders, as directed by the principal, and verifies amounts before sending to the superintendent's office to be signed.
10. Checks invoices for accuracy before sending to the superintendent's office to be paid.
11. Keeps office equipment clean and maintains office supplies.

12. Performs related office duties as assigned by the principal.
13. Maintains an inventory of office supplies and advises principal of needs.
14. Responsible for lunch reports to the central office and maintains up-to-date list of approved free and reduced lunch applications.
15. Maintains filing system; observes retention of records as prescribed by the state.
16. Processes mail daily.
17. Oversees outgoing mail and packages, observing approved procedures.
18. Clears general files at designated intervals under the principal's direction.
19. Maintains communication between offices of the school and contributes to the steady flow of information within the school district.
20. Greets all visitors courteously, determines their needs, checks appointments and directs or escorts them to proper person in accordance with predetermined policy.
21. Maintains an attractive and comfortable reception area.
22. Reports immediately to the principal or superintendent the presence of any suspicious visitor or any suspicious activity or unusual behavior on the part of visitors in the school.
23. Maintains student attendance and grades on computer program as prescribed by the district.
24. Processes information and records for new students coming into the district, requesting information from other schools for transcripts and health records as necessary.
25. Processes lunch and activity deposits, making out receipts for teachers, and keeping accurate records on all receipts coming through the school office.
26. Mails transcripts and appropriate records to schools for those students who have moved out of the district.
27. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
SECRETARY TO THE HIGH SCHOOL PRINCIPAL

TITLE: High School Building Secretary

QUALIFICATIONS:

1. High School Diploma
2. Accomplished in use of computer, typewriter, and calculator (to principal's satisfaction.)
3. Previous job experience as secretary preferred but not necessary.
4. Observe courteous telephone and office practices.
5. Such alternatives to the above qualifications as the Board and administration may find appropriate and acceptable.

REPORTS TO: High School Principal

JOB GOAL: To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of students can be realized.

HOURS OF WORK: Consistent with the established school day (6 $\frac{3}{4}$ hours per day)

LENGTH OF WORK YEAR: Ten months. Two weeks prior to the beginning of the school year and two weeks after school ends.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly-run office.
2. Maintains student records as required.
3. Receives and routes all incoming calls in an efficient and polite manner.
4. Maintains a daily teacher attendance log and substitute teacher records.
5. Oversees office machines, daily maintenance of equipment, and helps train others in their use.
6. Maintains daily attendance of all students; keeps track of all students checking in or out.
7. Guides all visitors to the school.
8. Keys a variety of material, such as letters, students records, reports, memos, notes to the parents.
9. Processes all purchase orders and verifies amounts before sending to the superintendent's office to be signed.
10. Checks invoices for accuracy before sending to the superintendent's office to be paid.
11. Keeps office equipment clean and maintains office supplies.
12. Performs related office duties as assigned by the principal.

13. Maintains an inventory of office supplies and advises principal of needs.
14. Responsible for lunch reports to the central office and current free and reduced lunch applications.
15. Maintains filing system; retains records as prescribed by the state.
16. Processes mail daily.
17. Oversees outgoing mail and packages.
18. Clears general files at designated intervals under the principals direction.
19. Maintains communication between offices of the school and in general contributes to the smooth flow of information within the school district.
20. Greets all visitors courteously, determines their needs, checks appointments and directs or escorts them to proper person in accordance with pre-determined policy.
21. Maintains an attractive and comfortable reception area.
22. Reports immediately to the principal or superintendent the presence of any suspicious visitor or any suspicious activity or unusual behavior on the part of visitors in the school.
23. Maintains student attendance and grades on computer program as prescribed by the district.
24. Assists in making the processing of schedule changes a smooth and efficient procedure.
25. Processes information and records for new students coming into the district, requesting information from other schools for transcripts and health records as necessary.
26. Types daily announcements for all high school teachers, students, and school employees so they may be informed of school activities for the day and coming week.
27. Processes lunch and activity deposits, making out receipts for teachers, and keeping accurate records on all receipts coming through the school office.
28. Mails transcripts and appropriate student records to schools for those students who have moved out of the district.
29. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
SECRETARY TO THE SUPERINTENDENT

TITLE: Secretary to the Superintendent

QUALIFICATIONS:

1. High School Diploma
2. Accomplished in the use of calculator, computer applications, and other office equipment (to superintendent's satisfaction.)
3. Exemplary communication skills, clerical skills, and carries out business matters in a courteous and professional manner.
4. Previous bookkeeping and/or secretarial experience desired.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To assist and relieve the superintendent of paper work and other office administrative functions so that he may devote maximum attention to the central problems of education and educational administration. To assist in the administration of the district's business affairs so as to provide a sound and efficient set of financial records of all transactions of the district.

HOURS OF WORK: 8:00 a.m. – 4:00 p.m. daily.

LENGTH OF WORK YEAR: 12 months.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Serves as personal secretary to the superintendent.
2. Processes mail daily and completes routine office work.
3. Orders and maintains office supplies as needed.
4. Maintains transportation records.
5. Assigns work for clerical staff and accounting clerk as needed.
6. Processes payroll for all employees and oversees accounting clerk in processing payroll each month.
7. Processes all invoices to be paid seeing that each invoice is backed with a purchase order; follows outlined purchasing procedures.
8. Maintains superintendent's calendar and school calendar, as well as schedule of appointments, makes arrangements for conferences and interviews.
9. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with pre-determined policy.

10. Oversees the Revolving Fund checking account, making out checks for extra-curricular activities and other necessary items as directed by the superintendent of schools.
11. Sees that the superintendent's office is run in an efficient and effective manner.
12. Responsible for routing all purchase orders to the superintendent.
13. Performs various related office duties as assigned.
14. Clears files at designated intervals in accordance with district and state policy regarding retention of records and files.
15. Responsible for filing correspondence, invoices, and all material retained in the superintendent's office in the prescribed manner.
16. Verifies all reports generated in the superintendent's office. Reviews purchase orders for complete information prior to sending to the superintendent.
17. Maintains an attractive and comfortable work area and reception area.
18. Maintains running tally of employee sick days accumulated and arranges for payment of substitute teachers.
19. Prepares payrolls, including deductions for social security, insurance, teacher retirement and such other required by salary deductions.
20. Processes all state and federal tax payments and deposits to the bank at appropriate time.
21. Works cooperatively with an independent certified public accountant selected by the board for the purpose of an annual audit.
22. Oversees the accounting clerk in maintaining a complete and systematic set of records in the Missouri School Integrated Financial Accounting System for the district.
23. Provides advance warning to superintendent of potential over-expenditure of budgeted funds.
24. Does preliminary work on the budget, including salary increments, insurance and withholding adjustments, as directed by the superintendent.
25. Performs other related duties as assigned by the superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
SUBSTITUTE TEACHER

TITLE: Substitute Teacher

QUALIFICATIONS:

1. Sixty (60) hrs minimum of college credit and Missouri Substitute certificate or any regular Missouri teaching certificate
2. No degree requirement
3. No prior teaching experience required

REPORTS TO: Building Principal

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

HOURS OF WORK: Consistent with the established school day.

TERMS OF EMPLOYMENT: On an as needed basis.

SALARY: Daily rate to be set by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal, school secretary, or pre-assigned location upon arrival at the school building.
2. Review, if necessary, all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the teacher's plans as prepared by the teacher that is absent.
5. Consults with the building principal before initiating any teaching or other procedures not specified in the plans of the absent teacher.
6. Assumes responsibility for overseeing pupil behavior in class and other activities when the students are not under other adult supervision.
7. Completes appropriate forms for substitute teachers on file in the principals office.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance will be evaluated by the building principals based on what constitutes good teaching practices.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
SUPERINTENDENT OF SCHOOLS

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Superintendents certificate (State of Missouri)
2. Specialist in Education (Eds)
3. Three years previous administration or supervisory experience
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for the students of the Gideon School District. To lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

HOURS OF WORK: Consistent with the established school day and the needs of the district.

TERMS OF EMPLOYMENT: 12 months

SALARY: To be determined by the Board

PERFORMANCE RESPONSIBILITIES AND CRITERIA:

A. School Finance/Budgeting

Possesses a strong working knowledge of school finance, including budget development and management, funding and taxation, and the ability to oversee business and facilities management.

1. Demonstrates the ability to perform effective financial forecasting and long and short-term financial planning.
2. Guides the process of fiscal planning and budgetary development, interpretation and implementation. Explains proposed budget needs and recommends the annual budget to the Board for approval.

3. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
4. Conducts all financial operations and purchasing within Board policies and applicable state/federal laws/regulations.
5. Maintains appropriate financial accounts in line with the processes and procedures detailed in the Missouri Financial Accounting System Manual and ensures that audits are performed on an annual basis.
6. Administers the budget after it has been approved and reports to the Board regularly concerning the financial condition of the district.

B. Leadership

Demonstrates the ability to motivate, lead, guide and direct all members of the administrative, instructional and support staff in setting and achieving the highest standards of excellence with the goal of providing a complete, valuable, meaningful, and personally rewarding education for all students. Committed to implementing the Mission and Vision Statement of the school system.

1. Facilitates the development of and implements a collaborative educational vision and assists the Board in setting priorities for the school system.
2. Provides for the coordination of the totally educational program, and takes the lead in its development and improvement. Performs job responsibilities using the Mission and Vision Statement as a guide.
3. Communicates the educational vision and priorities effectively to staff, students, and community.
4. Attend conventions and conferences to keep abreast of latest educational trends.
5. Ensures that policies, procedures and school rules promote a safe, respectful, and healthy school environment.
6. Visits schools and classrooms as appropriate. Attends a reasonable number of student/staff events.

C. School Improvement

Demonstrates a commitment to supervise and evaluate school programs in the spirit of continuous improvement; understanding of educational practices, research, and national/state/local initiatives, including the ability to frame issues for discussion, reach timely decisions, and implement change.

1. Develops, implements, and monitors the change process to improve the educational program.
2. Is familiar with current research and educational issues.
3. Involves the staff and community in plans to improve the educational program.

4. Ensures that there is a comprehensive system of student assessment in place.
5. Informs and advises the Board about educational programs and instructional practices in the schools.
6. Communicates effectively with staff, students and the community about educational trends, curriculum needs and instructional programs.
7. Ensures that the educational program complies with Board policies and applicable state and federal laws/regulations.
8. Ensures that administrators and teachers communicate student progress and school curricula to parents on a regular basis.

D. Curriculum

Demonstrates a strong commitment to leading the effort to define and deliver an effective, consistent curriculum K-12.

1. Administers the development and maintenance of educational programs designed to meet the needs of the community and to carry out the policies of the Board.
2. Conducts reviews of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
3. Recommends to the Board, through the use of appropriate personnel, adoption of courses of study, curriculum, teaching materials, etc.
4. Oversees timely revisions of curriculum and courses of study.
5. Utilizes technology to enhance the management and improvement of curriculum, instruction, and assessment to promote a climate of continuous improvement and enhancement.
6. Provides a methodology of tracking student mastery of critical curricular content.

E. Staff Development

Committed to and fosters continuous staff improvement. Emphasizes both systemwide and individual professional development.

1. Fosters an environment that encourages continuous learning and improvement on the part of school staff.
2. Develops and implements an effective system of staff development focused on improving the educational and operational programs of the schools, with appropriate input from the Board, administration and staff.

3. Provides reasonable opportunities for staff to participate in appropriate professional development activities in line with the districts school improvement plan and individual teacher professional development plans within the framework of the school system's budget.
4. Ensures that all staff are involved in the school system's staff development opportunities.
5. Informs the Board of staff development priorities, needs, and activities.

F. Communication

Possess the skill to communicate clearly with staff, parents, students and community, both verbally and in writing.

1. Keeps the public informed of the status of the schools.
2. Conveys, interprets, and clarifies the purpose and needs of the school system to board, staff, students and the public.
3. Uses a variety of methods to keep all staff members informed concerning major district issues that impact the staff, students, instructional, or extra curricular programs of the district.
4. Confers as appropriate with professional and lay groups concerning the school program and transmits suggestions to the Board and others, as appropriate.

G. Organizational Management

Uses a systematic approach to managing and improving the schools. Excellent organizational skills, working knowledge of school law, and proven ability to resolve organizational conflicts.

1. Administers, as chief school executive, the development, maintenance, and improvement of the educational program.
2. Maintains, directly or through delegation, such personnel records, pupil accounting records, business records and other records as required by law and/or Board policy.
3. Files, or causes to be filed, all reports required by state or federal laws/regulations.
4. Advises the Board of the need for new and revised policies, and ensures that all policies of the Board are implemented.
5. Makes administrative decisions necessary for the effective and efficient operations of the schools. Acts on own discretion when emergency action is necessary in matters not covered by Board policy. Reports such emergency actions to the Board and recommends policy for future guidance.
6. Develops and implements rules and procedures for staff and students as necessary to comply with Board policies, and state and federal laws/regulations.

7. Delegates to other staff, at own discretion, the exercise of any powers and duties, with the knowledge that such delegation does not relieve the Superintendent of final responsibility for any actions taken.

H. Personnel Management

Demonstrates excellent human relations skills. Possesses the ability to recruit and retain high quality staff.

1. Develops and implements a hiring process that complies with applicable state and federal laws and attracts the most qualified candidates.
2. Recommends to the Board for employment the most qualified and competent teachers, administrators, and support staff.
3. Develops job descriptions for all staff, subject to Board review and approval.
4. Works with appropriate building administrators to assign and transfer employees as the interests of the school system require, and reports such actions to the Board for information and record.
5. Handles employee grievances or problems in accordance with applicable Board policies and/or state/federal laws and regulations.
6. Establishes and implements personnel policies and procedures for staff.
7. Establishes personnel procedures that provide information that may be used to advance the quality of the school system, such as exit interviews for departing employees, employee focus group discussions on specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback.

I. Supervision/Evaluation

Understands the importance of accountability for staff and self. Uses an evaluation process that establishes clear performance standards and follows through to resolve performance issues.

1. Develops and implements an effective system of supervision and evaluation for all staff, based on Board policies and state requirements with appropriate input from administration and staff.
2. Oversees methods of teaching, supervision, evaluation and administration in the schools.
3. Disciplines employees as necessary and reports such actions to the Board as appropriate.
4. Recommends salary changes or dismissal/non-renewal of administrators, teachers, and support staff to the Board for final action.

J. School Facility Management

Good understanding of facilities management, including development of long-term maintenance plans, and budgeting/planning for future building needs.

1. Makes recommendations to the Board on the location and size of new school sites and additions to existing sites; the location and size of new buildings on sites; plans for new school buildings; appropriates for sites and buildings; and improvements, alterations and changes in buildings and equipment.
2. Develops and implements short and long-term maintenance plans for school buildings and grounds, delegating particular duties as the Superintendent deems appropriate.
3. Includes maintenance and other facilities/equipment needs in budget planning.
4. Develops and implements guidelines and procedures governing the use and care of school facilities and property.
5. Recommends to the Board sales of surplus property no longer needed and authorizes the proper execution of such sales.
6. Recommends attendance boundaries for all schools and the transfer of students from one building to another in the interest of good administration of the instructional program. Implements Board policies and state laws/regulations for the promotion, retention and acceleration of students.
7. Makes recommendations to the Board concerning the transportation of students in accordance with Board policies, state laws/regulations, and student safety considerations.

K. Community Relations

Recognizes the importance of both stimulating and reflecting community needs/wants regarding education. Views the community/school relationship as a partnership.

1. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school system.
2. Communicates with and understands the needs and perspectives of various community groups.
3. Keeps the public informed about current educational practices, educational trends, and the policies, practices, successes and challenges of the schools.

L. Superintendent/Board Relations

Understands that the Superintendent is responsible for management of the schools under the Board's policies and is accountable to the Board. Supports and facilitates the work of the Board. Maintains open communication with the Board.

1. Supervises and ensures compliance with all laws, regulations and Board policies.
2. Keeps the Board informed about programs, activities, accomplishments, problems, and needs of the schools.
3. Presents information and recommendations necessary to assist the Board in performing its duties effectively, including the need for policy on particular subjects.
4. Attends meetings of the Board.
5. Serves as an ex officio member of all school system/Board committees, attending meetings as specified by the Board.
6. Advises and recommends action by the Board as appropriate concerning student and staff disciplinary issues.
7. Assists the Board in developing annual and long-range goals for the school system.
8. Represents the school system or appoints a representative to work with the media and other groups as deemed appropriate by the Board.
9. Performs such other tasks as may be assigned by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
TEACHER - HIGH SCHOOL, JR. HIGH, ELEMENTARY

TITLE: Teacher

QUALIFICATIONS:

1. Current Missouri Certification in teaching area assigned
2. Bachelor's degree required
3. Special preparation for the areas in which they teach or are assigned
3. No prior experience required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Other things being equal, preference will be given to candidates possessing graduate degrees and experience. A valid Missouri Teaching Certificate and complete transcript of college credit shall be on file for each teacher prior to the beginning of each new term.

REPORTS TO:: Building Principal

JOB GOAL: To help student learn subject matter and skills that will contribute to their development as mature, able and responsible men and women.

HOURS OF WORK: Consistent with the established school day.

LENGTH OF WORK YEAR: 9 1/2 months as established by the Board and subject to extended contracts based upon administrative decision and district needs.

SALARY: To be established by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Professional Responsibilities:

1. Has a working knowledge of and implements Missouri State Standards, Grade/Course Level Expectations, and district curricula.
2. Demonstrates competence in research-based, age appropriate effective teaching/learning strategies and regularly incorporates such strategies in daily classroom practice to lead to improved achievement for all students.
3. Demonstrates clear ability to think and reason.
4. Works positively and effectively within a team environment.
5. Actively participates in ongoing and regular staff, team and individual professional development and incorporates new learning in to daily practice.
6. Exhibits a positive attitude in accepting instructional feedback given by administrators, team leaders, and assigned mentors and adjusts teaching/learning as needed based upon this feedback.

7. Assesses own instructional effectiveness through ongoing systematic review and analysis of student work, student assessments, and reflection of practice.
8. Collaborates with peers and administration to develop, plan, and implement best practices based on the needs of students.
9. Teaches the required curricula using strategies that foster thinking, reasoning, and problem solving.
10. Regularly assesses student learning by using multiple forms of assessment.
11. Utilizes RTI process to diagnose student deficiencies, reviews RTI data, and effectively plans student instruction based on RTI results.
12. Creates lessons and learning environments that are safe, respectful, appropriate, and actively engages students in the learning process.
13. Always keeps the students' needs and rights first and foremost in instruction and decision making.
14. Facilitates positive interactions between teachers and administration, students and teachers, student and peers, and peers among their colleagues.
15. Models learning and behavior consistent with the expectations for students.
16. Utilizes effective discipline strategies focused on the goal of self correction and respect of self, others, and property.
17. Diagnoses the learning disabilities of students on a regular basis and provides progress reports as required.
18. Applies modifications for all students when necessary and appropriately implements IEPs.

Professional Expectations:

1. It shall be the duty of each teacher to keep informed concerning the rules, policies and regulations of the school, whether written or announced, and to interpret and carry out these regulations in their daily program.
2. During school hours teachers shall devote their time exclusively to school duties. Plans and reports shall not be prepared during the hours when teachers are in charge of students.
3. The teacher has authority to establish all needful rules and regulations for the conduct of the room in the absence of such regulations from a higher authority. Such rules and regulations shall be enforceable whether written or announced orally.
4. No teacher shall be away from assigned groups at any time except in an emergency. If a teacher finds it necessary to leave school due to an emergency, he must inform the Principal. At no time are students to be left without the supervision of a teacher. Teachers do not negate their legal responsibility by leaving a class.
5. Teachers shall be responsible for the discipline of students enrolled in their classes, but shall have the freedom of consulting with the Principal when it is deemed advisable.
6. Prepares for classes assigned, and shows written evidence of preparation in the form of lesson plans to be prepared one week in advance. Utilizes the districts web-based curriculum, and lesson planning software as instructed by administration and on the established implementation schedule.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
9. Assists the administration in implementing all policies and/or rules governing student life and conduct; and develops for the classroom reasonable rules of behavior and procedure, and maintains order in a fair and just manner.
10. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
11. Attends staff meetings and serves on staff committees as required.
12. Participates in curriculum development, revision and implementation.
13. Is proficient with the use of technology to enhance student achievement and perform job duties.
14. Performs other related duties, including extra-curricular duties, as assigned by the immediate building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2009

JOB DESCRIPTION
School District of Gideon #37
TEACHER – PRESCHOOL (PRE-K)

TITLE: Preschool Teacher

QUALIFICATIONS:

1. Current Missouri Certification in teaching area assigned
2. Bachelor's degree required
3. Special preparation for the areas in which they teach or are assigned
3. No prior experience required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Other things being equal, preference will be given to candidates possessing graduate degrees and experience. A valid Missouri Teaching Certificate and complete transcript of college credit shall be on file for each teacher prior to the beginning of each new term.

REPORTS TO: Building Principal

JOB GOAL: To specifically prepare students with the social and academic skills necessary to excel when they enter kindergarten.

HOURS OF WORK: Consistent with the established school day.

LENGTH OF WORK YEAR: 9 1/2 months as established by the Board and subject to extended contracts based upon administrative decision and district needs.

SALARY: To be established by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Professional Responsibilities:

1. Has a working knowledge of and implements Missouri State Standards, Grade/Course Level Expectations, and district curricula.
2. Demonstrates competence in research-based, age appropriate effective teaching/learning strategies and regularly incorporates such strategies in daily classroom practice to lead to improved achievement for all students.
3. Demonstrates clear ability to think and reason.
4. Works positively and effectively within a team environment.
5. Actively participates in ongoing and regular staff, team and individual professional development and incorporates new learning in to daily practice.

6. Exhibits a positive attitude in accepting instructional feedback given by administrators, team leaders, and assigned mentors and adjusts teaching/learning as needed based upon this feedback.
7. Assesses own instructional effectiveness through ongoing systematic review and analysis of student work, student assessments, and reflection of practice.
8. Collaborates with peers and administration to develop, plan, and implement best practices based on the needs of students.
9. Develops and implements a developmentally appropriate preschool program for young children including planning and implementing activities to meet the physical, emotional, intellectual and social needs of the children in the program.
10. Ensures equipment and facility are clean, well maintained, and safe at all times.
11. Provides weekly and monthly schedules of activities.
12. Develop activities that introduce math and literacy concepts.
13. Communicates with parents and members of the community concerning the preschool program, including discussing the children's development with parents, discussing identified problems and needs with professionals as appropriate, promoting literacy and early childhood education.
14. Develops and implements recruitment activities to attract the target audience to the preschool program.
15. Keeps parents informed of program expectations, program activities and their child's progress.
16. Develop daily activity plans.
17. Completes all testing, assessments, and reports as required.
18. Creates lessons and learning environments that are safe, respectful, appropriate, and actively engages students in the learning process.
19. Always keeps the students' needs and rights first and foremost in instruction and decision making.
20. Facilitates positive interactions between teachers and administration, students and teachers, student and peers, and peers among their colleagues.
21. Models learning and behavior consistent with the expectations for students.
22. Utilizes effective discipline strategies focused on the goal of self correction and respect of self, others, and property.

Professional Expectations:

1. It shall be the duty of each teacher to keep informed concerning the rules, policies and regulations of the school, whether written or announced, and to interpret and carry out these regulations in their daily program.
2. During school hours teachers shall devote their time exclusively to school duties. Plans and reports shall not be prepared during the hours when teachers are in charge of students.
3. The teacher has authority to establish all needful rules and regulations for the conduct of the room in the absence of such regulations from a higher authority. Such rules and regulations shall be enforceable whether written or announced orally.
4. No teacher shall be away from assigned groups at any time except in an emergency. If a teacher finds it necessary to leave school due to an emergency, he must inform the

Principal. At no time are students to be left without the supervision of a teacher.
Teachers do not negate their legal responsibility by leaving a class.

5. Teachers shall be responsible for the discipline of students enrolled in their classes, but shall have the freedom of consulting with the Principal when it is deemed advisable.
6. Prepares for classes assigned, and shows written evidence of preparation in the form of lesson plans to be prepared one week in advance. Utilizes the districts web-based curriculum, and lesson planning software as instructed by administration and on the established implementation schedule.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
9. Assists the administration in implementing all policies and/or rules governing student life and conduct; and develops for the classroom reasonable rules of behavior and procedure, and maintains order in a fair and just manner.
10. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
11. Attends staff meetings and serves on staff committees as required.
12. Participates in curriculum development, revision and implementation.
13. Is proficient with the use of technology to enhance student achievement and perform job duties.
14. Performs other related duties, including extra-curricular duties, as assigned by the immediate building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2009

JOB DESCRIPTION
School District of Gideon #37
TEACHER – TITLE I

TITLE: Title I Teacher

QUALIFICATIONS:

1. Current Missouri Certification in teaching area assigned
2. Bachelor's degree required
3. Special preparation for the areas in which they teach or are assigned
3. No prior experience required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Other things being equal, preference will be given to candidates possessing graduate degrees and experience. A valid Missouri Teaching Certificate and complete transcript of college credit shall be on file for each teacher prior to the beginning of each new term.

REPORTS TO: Building Principal

JOB GOAL: Provide supplemental instruction to students in school wide and targeted building Title I buildings in order to help student learn subject matter and skills that will contribute to their development and assist them in being successful in classroom work.

HOURS OF WORK: Consistent with the established school day.

LENGTH OF WORK YEAR: 9 1/2 months as established by the Board and subject to extended contracts based upon administrative decision and district needs.

SALARY: To be established by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Professional Responsibilities:

1. Has a working knowledge of and implements Missouri State Standards, Grade/Course Level Expectations, and district curricula.
2. Demonstrates competence in research-based, age appropriate effective teaching/learning strategies and regularly incorporates such strategies in daily classroom practice to lead to improved achievement for all students.
3. Demonstrates clear ability to think and reason.
4. Works positively and effectively within a team environment.
5. Actively participates in ongoing and regular staff, team and individual professional development and incorporates new learning in to daily practice.

6. Exhibits a positive attitude in accepting instructional feedback given by administrators, team leaders, and assigned mentors and adjusts teaching/learning as needed based upon this feedback.
7. Assesses own instructional effectiveness through ongoing systematic review and analysis of student work, student assessments, and reflection of practice.
8. Provides instructional leadership through collaboration with peers and administration to develop, plan, and implement best practices based on the needs of students.
9. Reinforce instruction to individuals or small groups to help students reach proficiency in the areas of communication arts or mathematics (as assigned in the particular building)
10. Works with classroom teachers to enhance classroom instruction. May provide services through a resource room when necessary but should focus on push-in programs to assist students in the regular program of studies.
11. Works with classroom teachers to create lessons and learning environments that are safe, respectful, appropriate, and actively engages students in the learning process.
12. Always keeps the students' needs and rights first and foremost in instruction and decision making.
13. Facilitates positive interactions between teachers and administration, students and teachers, student and peers, and peers among their colleagues.
14. Models learning and behavior consistent with the expectations for students.
15. Utilizes effective discipline strategies focused on the goal of self correction and respect of self, others, and property.
16. Performs duties within the Federal Programs guidelines appropriate for the position.
17. Works with teachers to effectively utilize RTI and provides progress reports as required.
18. Helps plan instruction based on RTI data and the RTI process.

Professional Expectations:

1. It shall be the duty of each teacher to keep informed concerning the rules, policies and regulations of the school, whether written or announced, and to interpret and carry out these regulations in their daily program.
2. During school hours teachers shall devote their time exclusively to school duties. Plans and reports shall not be prepared during the hours when teachers are in charge of students.
3. The teacher has authority to establish all needful rules and regulations for the conduct of the room in the absence of such regulations from a higher authority. Such rules and regulations shall be enforceable whether written or announced orally.
4. No teacher shall be away from assigned groups at any time except in an emergency. If a teacher finds it necessary to leave school due to an emergency, he must inform the Principal. At no time are students to be left without the supervision of a teacher. Teachers do not negate their legal responsibility by leaving a class.
5. Teachers shall be responsible for the discipline of students enrolled in their classes, but shall have the freedom of consulting with the Principal when it is deemed advisable.
6. Prepares for classes assigned, and shows written evidence of preparation in the form of lesson plans to be prepared one week in advance. Utilizes the districts web-based curriculum, and lesson planning software as instructed by administration and on the established implementation schedule.

7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
9. Assists the administration in implementing all policies and/or rules governing student life and conduct; and develops for the classroom reasonable rules of behavior and procedure, and maintains order in a fair and just manner.
10. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
11. Attends staff meetings and serves on staff committees as required.
12. Participates in curriculum development, revision and implementation.
13. Is proficient with the use of technology to enhance student achievement and perform job duties.
14. Performs other related duties, including extra-curricular duties, as assigned by the immediate building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2009

JOB DESCRIPTION
School District of Gideon #37
TEACHER – MATHEMATICS COACH

TITLE: Title I Mathematics Coach

QUALIFICATIONS:

1. Current Missouri Certification in teaching area assigned
2. Bachelor's degree required
3. Special preparation or expertise in the area of mathematics
3. Prior experience preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Other things being equal, preference will be given to candidates possessing graduate degrees and experience. A valid Missouri Teaching Certificate and complete transcript of college credit shall be on file for each teacher prior to the beginning of each new term.

REPORTS TO: Building Principal

JOB GOAL: Provide classroom guidance and professional development to teachers in the area of mathematics instruction, provide guidance for the implementation of RTI and the analysis of RTI diagnostic data, and support supplemental instruction for students in school wide and targeted building Title I buildings in order to help student learn subject matter and skills that will contribute to their development and assist them in being successful in classroom work.

HOURS OF WORK: Consistent with the established school day.

LENGTH OF WORK YEAR: 9 1/2 months as established by the Board and subject to extended contracts based upon administrative decision and district needs.

SALARY: To be established by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Professional Responsibilities:

1. Has a working knowledge of and implements Missouri State Standards, Grade/Course Level Expectations, and district curricula.
2. Demonstrates competence in research-based, age appropriate effective teaching/learning strategies and regularly incorporates such strategies in daily classroom practice to lead to improved achievement for all students.
3. Works positively and effectively within a team environment.
4. Demonstrates clear ability to think and reason.

5. Actively participates in ongoing and regular staff, team and individual professional development and incorporates new learning in to daily practice.
6. Exhibits a positive attitude in accepting instructional feedback given by administrators, team leaders, and assigned mentors and adjusts teaching/learning as needed based upon this feedback.
7. Assesses own instructional effectiveness through ongoing systematic review and analysis of student work, student assessments, and reflection of practice.
8. Provides instructional leadership through collaboration with peers and administration to develop, plan, and implement best practices based on the needs of students.
9. Assist with the delivery of mathematics related instruction tied to the Missouri GLEs and/or CLEs.
10. Coordinate pre-test assessments and progress monitoring.
11. Collect assessment data, providing charts and graphs.
12. Monitor the use of research-based mathematics instruction.
13. Provide input into the selection and articulation of appropriate materials and resources.
14. Model instructional strategies in the classroom.
15. Make recommendations for and provide staff development in coordination with the school improvement plan and mathematics needs.
16. Works with classroom teachers to create lessons and learning environments that are safe, respectful, appropriate, and actively engages students in the learning process.
17. Always keeps the students' needs and rights first and foremost in instruction and decision making.
18. Facilitates positive interactions between teachers and administration, students and teachers, student and peers, and peers among their colleagues.
19. Models learning and behavior consistent with the expectations for students.
20. Utilizes effective discipline strategies focused on the goal of self correction and respect of self, others, and property.
21. Performs duties within the Federal Programs guidelines appropriate for the position.
22. Works with teachers to effectively utilize RTI and provides progress reports as required.
23. Helps plan instruction based on RTI data and the RTI process.

Professional Expectations:

1. It shall be the duty of each teacher to keep informed concerning the rules, policies and regulations of the school, whether written or announced, and to interpret and carry out these regulations in their daily program.
2. During school hours teachers shall devote their time exclusively to school duties. Plans and reports shall not be prepared during the hours when teachers are in charge of students.
3. The teacher has authority to establish all needful rules and regulations for the conduct of the room in the absence of such regulations from a higher authority. Such rules and regulations shall be enforceable whether written or announced orally.
4. No teacher shall be away from assigned groups at any time except in an emergency. If a teacher finds it necessary to leave school due to an emergency, he must inform the Principal. At no time are students to be left without the supervision of a teacher. Teachers do not negate their legal responsibility by leaving a class.

5. Teachers shall be responsible for the discipline of students enrolled in their classes, but shall have the freedom of consulting with the Principal when it is deemed advisable.
6. Prepares for classes assigned, and shows written evidence of preparation in the form of lesson plans to be prepared one week in advance. Utilizes the districts web-based curriculum, and lesson planning software as instructed by administration and on the established implementation schedule.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
9. Assists the administration in implementing all policies and/or rules governing student life and conduct; and develops for the classroom reasonable rules of behavior and procedure, and maintains order in a fair and just manner.
10. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
11. Attends staff meetings and serves on staff committees as required.
12. Participates in curriculum development, revision and implementation.
13. Is proficient with the use of technology to enhance student achievement and perform job duties.
14. Performs other related duties, including extra-curricular duties, as assigned by the immediate building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2009

JOB DESCRIPTION
School District of Gideon #37
TEACHER ASSISTANT

TITLE: Teacher Assistant

QUALIFICATIONS:

1. High School Diploma
2. At least 60 hours of college credit.
- 3.. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO: Assigned Teacher and Building Principal

JOB GOAL: To provide a well-organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

HOURS OF WORK: 6.5 hours per day. Consistent with the established school day.

LENGTH OF WORK YEAR: Consistent with the number of teacher attendance days.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

Note: The items below are examples of job responsibilities. They may not be totally inclusive and some may not be applicable. Individual teachers, in cooperation with the building principals may modify the actual job performance indicators.

1. Checks and records student attendance.
2. Distributes and collects workbooks, papers, and other materials for instruction.
3. Collects and records collection of money.
4. Reads to students, listens to students read, and participates in other forms or oral communication with students.
5. Helps students master equipment or instructional materials assigned by teacher.
6. Assists with lunch, snack, and cleanup routines.
7. Assists with wash-up and rest room routines.
8. Keeps bulletin board and other classroom learning displays up to date.
9. Operates and completes cards for equipment used in the classroom for instructional purposes.
10. Assists students in the library or media center.
11. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
12. Demonstrates clear ability to think and reason.
13. Participates in appropriate professional development activities.

14. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated cooperatively by the teacher and building administrator.

LAST REVISED: December 2009

JOB DESCRIPTION
School District of Gideon #37
TECHNOLOGY COORDINATOR

TITLE: Technology Coordinator

QUALIFICATIONS:

1. Current Missouri Teaching or Administration Certification
2. Bachelor's degree
3. Familiar with current technology
4. Preference will be given to candidates possessing graduate degrees and experience.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools or designee

SUPERVISES: Any staff member(s) designated by the Board, Principal or Superintendent.

JOB GOALS: To keep up-to-date information and resources available to the district, as well as serve in the capacity of resource person for school and community.
To provide and/or arrange appropriate training opportunities for staff member that will enable them to be efficient and effective users of technology.
To arrange for support services that will enable students to learn subject matter and skills that will contribute to their development as mature, able and responsible men and women now and in the future.
To periodically evaluate and update the district's technology plan, providing opportunities to integrate new and developing technologies into the district.
To continually upgrade the district's educational programs, making use of new technology available, and encourage ongoing educational improvement.

HOURS OF WORK: Consistent with the established school day. May coordinate with another position.

LENGTH OF WORK YEAR: 9 ½ to 12 months based upon direction of the superintendent or his/her designee.

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Guides the learning process toward the achievement of district goals - establishes clear objectives for all persons under his/her direction.
2. Strives to implement the district's philosophy of education and instructional goals and objectives.

3. Assesses the progress of the district's program on a regular basis, making recommendations to the superintendent when appropriate, in order to maintain the highest possible standards for the technology implementation.
4. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
5. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
6. Oversees the ongoing programs relative to and/or involving application for state funding through incentive grants, special programs to further or upgrade instruction, or technology.
7. Makes provision for being available to teachers, students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
8. Plans and supervises training for teachers and other school personnel as needed to integrate new programs made available.
9. Strives to maintain and improve professional competence.
10. Attends staff meetings and serves on staff committees when requested.
11. Continues education and training for new technology on personal, district, and state levels.
12. Supervises the school's Missouri School Improvement Plan to provide a continuous, ongoing process to enhance student learning, improve educational opportunities and increase the effectiveness of the educational programs and services provided to students, school, and community.
13. Generates purchase orders for all software and hardware relative to networking system.
14. Upon its arrival, make arrangements for installation of equipment and run test programs before releasing equipment or software to teachers or students.
15. Makes recommendation to the superintendent for short and long range goals regarding technology plans for the district.
17. Serves as district representative on area and state level meetings.
18. Performs other related duties as assigned by the immediate supervisor, building principal, or superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

LAST REVISED: December 2003

JOB DESCRIPTION
School District of Gideon #37
TRANSPORTATION SUPERVISOR

TITLE: Transportation Supervisor

QUALIFICATIONS:

1. Previous mechanical experience.
2. Ability to perform routine mechanical repair.
3. Possess valid CDL license, MO Bus Permit.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.
5. Good references.

REPORTS TO: Superintendent of Schools

SUPERVISES: Contracted individuals making repairs, etc. for the district and bus drivers.

JOB GOAL:

To maintain the transportation service of the school in a condition of operating excellence so as to provide the best possible opportunities to its students.

HOURS OF WORK: 40 hours per week; 7:00 - 4:00 daily. Circumstances may require work beyond these hours on occasion. May be coordinated with other job functions.

LENGTH OF WORK YEAR: 12 months

SALARY: To be set by the Board of Education

PERFORMANCE RESPONSIBILITIES:

1. Helps in selecting, assigning, scheduling, and training of the bus drivers.
2. Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.
3. Monitors the time sheets of all bus drivers to insure they are maintained properly.
4. Maintains an inventory and recommends purchase of necessary supplies, tools and equipment.
5. Evaluates the performance of the bus drivers on a regular basis.
6. Strives constantly to promote the safety, health and comfort of the students and employees.
7. Accepts the responsibility of the general state of repair and appearance of the buses under his/her control and recognizes existing conditions reflect his/her job performance.
8. Conducts periodic maintenance, as required, on school buses and other school owned vehicles and machinery.

9. Supervises the operation of the school transportation program under the direction of the superintendent. This includes preparation of buses for routes, obtaining substitute drivers, making emergency repairs on the road and informing superintendent as to condition of roads and bridges during inclement weather and participate in making the decision to operate buses during inclement weather.
10. Conducts periodic inspections of buses to insure they are in safe operating condition and conform to state regulations, making minor repairs when necessary.
11. Coordinates major vehicle repairs with school selected garages.
12. Keeps superintendent informed as to condition of all school owned vehicles.
13. Clears all necessary purchases through the superintendent.
14. Conducts annual written evaluation of bus drivers and custodial staff.
15. Other job descriptions as included in the Bus Driver section.
16. Performs other related duties as assigned by the superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy.

LAST REVISED: December 2003