

Tripoli CSD



Job Description Handbook

Tripoli Community Schools is an equal opportunity institution and will not discriminate on the basis of race, age, creed, color, national origin, religion, sex, disabilities, sexual orientation, or marital status, in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Superintendent of Schools, Tripoli Community Schools, 209 Eighth Avenue, SW, Tripoli, IA 50676, phone (319) 882-4201.

Job Descriptions as of January 2018

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TITLE: Superintendent of Schools

QUALIFICATIONS: Certificate: Superintendent's Endorsement, License, or other legal credentials required. Degree(s) required and area of major study: M.A., Specialist, or Doctorate preferred. Successful administrative experience, preferably in Central Office. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly: All district administrative and supervisory personnel.
Indirectly: Every district employee.

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board and its committees.
2. Serves as ex officio member of committees.
3. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
5. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
6. Acts on own discretion of action as necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Informs and advises the Board about the programs, practices, and problems of the schools and keeps the Board informed of the activities operating under the Board's authority.
8. Supervises the effective carrying out of all constitutional or statutory laws, state and charter regulations, and Board policies.
9. Makes all administrative decisions within the school necessary to the proper function of the school district.
10. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
12. Formulates school objectives, policies, plans, and programs and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.

Superintendent of Schools (cont.)

13. Conducts a periodic audit of the total school program and advises the Board on recommendations for the educational advancement of the schools.
14. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Studies and revises, together with the staff, all curriculum guides and courses of study on a continuing basis.
16. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
17. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees all communications to be made to the Board.
18. Directs staff negotiations with professional and nonprofessional personnel.
19. Recommends for appointment, election, or employment all employees of the Board except professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board except professional officers of the Board.
20. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
21. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
22. Supervises methods of teaching, supervision, and administration in effect in the schools.
23. Approves vacation schedules for all salaried district employees.
24. Suspends any employee for just cause and reports such suspension to the Board at the next meeting thereafter for final action.
25. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
26. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
27. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
28. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.
29. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
30. Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials, and supplies.
31. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
32. Recommends to the Board sales of all property no longer required by the Board and supervises the proper execution of such sales.

Superintendent of Schools (cont.)

33. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
34. Assumes responsibility for all official school correspondence and news releases.
35. Files or causes to be filed, all reports required by the state and the school code.
36. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the Superintendent's opinion, conditions in each case warrant such action.
37. Makes recommendation to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
38. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
39. Represents the district in its dealing with other school systems, institutions, agencies, and community organizations.
40. Keeps informed of modern educational thought and practices by advanced study by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means and keeps the Board informed of trends in education.
41. Represents the Board as liaison between the school district and the community.
42. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
43. Keeps the public informed about modern educational practices, educational trends, and transmits to the Board suggestions gained from such conferences.
44. Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences.
45. Performs such other tasks as outlined by Board Policy.

TERMS OF EMPLOYMENT: Twelve months contract. Salary to be determined by the Board.

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

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TITLE: Secretary to the Board/Business Manager

QUALIFICATIONS: Business background. Certificate, license, or other legal credentials required. B.A. or B.S. preferred.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board through the Superintendent of Schools

JOB GOAL: To develop, coordinate, control, and direct all business, accounting and recordkeeping practices and procedures necessary for the accurate, efficient reporting and management of district fiscal transactions and to ensure that the district assets and resources are utilized in the manner which maximizes the educational opportunities and services of each student while maintaining the district's financial health.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a complete and systematic set of records of all the financial transactions of the district
2. Reconcile payroll and accounts payable checks with bank statement and verify.
3. Prepare and file Certified Annual Report (CAR) and Special Education Supplement (SES).
4. Assist the Superintendent in the budget building process, including negotiations information.
5. Assist in the handling of investment of various funds.
6. Take minutes at all Board meetings and keep permanent record of same.
7. Present bills to the Board for audit and approval.
8. Assists the Superintendent in the preparation of periodical and annual reports at the request of the Superintendent or Board President, and when necessary, present them to the Board of Education. These reports include the CAR, SES, and others as requested.
9. In addition to IASB's indicators, inform the Superintendent and School Board of:
 - line item budget report
 - statement of one-time money received such as budget guarantee, special grants, and legislative/allocations.
 - description of large variations in revenues or expenses on a monthly basis compared to the prior fiscal year.
 - trends impacting miscellaneous income such as open enrollment, federal funds, sharing programs, and incentives).
 - five-year UAB projection given enrollment and supplemental state aid assumptions in collaboration with the Superintendent.
10. Monitors monthly budget and prepare monthly financial reports for the Superintendent and School Board.
11. Assists the Superintendent in the preparation of an annual partial budget estimating the projected UAB surplus or deficit for the following fiscal year, enabling the Superintendent and school board to make changes in staffing as deemed appropriate and necessary prior to April 1.
12. Performs such duties from time to time as may be required by the Board of Education or Superintendent of Schools.

Secretary to the Board/Business Manager (cont.)

13. Act as the Superintendent's designee as assigned for various stages of grievance procedures and/or employee disciplinary hearings.
14. Prepare and update the district's Affirmative Action Plan in collaboration with the Superintendent.
15. Implement Affordable Care Act requirements.

TERMS OF EMPLOYMENT: Twelve months contract. Salary to be determined by the Board.

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

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TITLE: Human Resources Director

QUALIFICATIONS: Business background. Certificate, license, or other legal credentials required. B.A. or B.S. preferred.
Preferred experience in the area of human resources.
Preferred experience in a public school.
Understanding of technology.
Understanding of payroll and benefits.

REPORTS TO: Superintendents and Business Managers

PERFORMANCE RESPONSIBILITIES:

1. Assists with aspects of contract administration, endorsement/certification records management, and notification of expiration dates.
2. Provide support for contract negotiations in collaboration with the Superintendent and business manger.
3. Prepare and distribute employees' contracts, prepare withholding, social security, and tax returns.
4. Keeps an accurate record of payroll accounting of all employees:
 - a. days and hours worked
 - b. absences and substitutes
 - c. deductions
 - d. sick leave register
5. Attend professional meetings and trainings as deemed appropriate and preapproved.
6. Maintain permanent personnel files
7. Assist in keeping an accurate record of payroll accounting of all employees.
8. Maintain strict confidentiality.
9. Performs other duties as assigned by the Superintendent/Business Manager.

TERMS OF EMPLOYMENT: The HR Director is a part-time shared job contracted with Tripoli, Dunkerton Community, and Wapsie Valley School Districts per a board-approved sharing agreement. The successful candidate will work 8 hours/week in Tripoli. Dunkerton holds the employment contract which will be considered for annual renewal.

STARTING WAGE: Salary and benefits negotiable.

EVALUATION: Dunkerton CSD Superintendent

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TITLE: Principal

QUALIFICATIONS: Master's Degree, Certificate, license or other legal credentials required.
Academic background in educational administration.
Prefer substantive building level job experience
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Staff members designated by the Board Policy or the Superintendent.

JOB GOAL: To use leadership, supervisory, and administrative skills in order to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes, and directs implementation of all school activities.
3. Keeps the Superintendent informed of the school's activities and progress and any problems that arise.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and submits the building's budgetary requests and monitors expenditures of funds.
6. Supervises the maintenance of all required building records and reports.
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
8. Works with the central administrative staff and department directors regarding district issues which affect building level decisions.
9. Keeps Superintendent informed of events and activities of an unusual nature as well as routine matters related to the Superintendent's accountability.
10. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
11. Maintains active relationships with students and parents.
12. Budgets school time to provide for the efficient conduct of school instruction and business.
13. Supervises the school's educational program.
14. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
15. Programs classes within established guidelines to meet student needs.
16. Assists in the development, revisions, and evaluation of the curriculum.
17. Supervises the guidance program to enhance individual student education and development.
18. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.

Principal (cont.)

19. Establishes guidelines for proper student conduct and maintaining student discipline.
20. Plans, directs and attends special events to recognize student achievement and attends school-sponsored activities, functional, and athletic events.
21. Maintains and controls the various local funds generated by student activities.
22. Supervises the maintenance of accurate records on the progress and attendance of students.
23. Assumes responsibility for the attendance, conduct, and maintenance of health of students.
24. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
25. Keeps current on changes and developments in the profession by attending professional meetings, reading professional publications, and discussing problems of mutual interest with others in the field.
26. Supervises and assists performance evaluation of of all professional, paraprofessional, and non-professional personnel (associates, teachers, secretaries) attached to the designated building.
27. Assists in the recruiting, screening, hiring, training, assigning, and release of the school's professional staff.
28. Supervises the school's teaching process.
29. Plans and directs the master teaching schedule and any special assignments.
30. Orients newly assigned staff members and assists in their development as appropriate.
31. Evaluates and counsels all staff members regarding their individual and group performance.
32. Conducts staff meetings to keep members informed of policy changes, new programs, teaching innovations, and the like.
33. Assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
34. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory.
35. Makes arrangements for special conferences between parents and teachers.
36. Plans and supervises fire and tornado drills and an emergency preparedness program.
37. Asserts leadership in times of civil disobedience in accordance with established Board policy.
38. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability of that property.
39. Supervises all activities and programs that are outgrowths of the school's curriculum.

Principal (cont.)

40. Assumes some responsibility of the school's extracurricular program (athletics and fine arts).
41. Participates in administrative team meetings, district administrative council meetings, and other meetings as are required or appropriate.
42. Serves as an ex officio member of all committees and councils within school.
43. Cooperates with college and university officials regarding teacher training and preparation.
44. Responds to written and oral requests for information.
45. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
46. Serves as a member of such committees and attends such meetings as directed by the Superintendent.
47. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
48. Performs district supervisory duties as assigned by the Superintendent. Duties may include multi-cultural non-sexist director; special education coordinator; Chapter I coordinator; at-risk coordinator; talented and gifted coordinator; student rights and responsibilities coordinator.

TERMS OF EMPLOYMENT: See Contract. Salary to be determined by the Board.

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

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TITLE: Coordinator of School Improvement/Curriculum Coordinator

QUALIFICATIONS: Iowa Teacher's License and preferred background in Curriculum and/or Administration. Experience with Comprehensive School Improvement, curriculum development, staff development, supervision of instruction, facilitation skills and educational program evaluation and improvement. Exceptional writing skills a plus. Such alternatives to the above qualifications as the Board may find acceptable.

REPORTS TO: Superintendents

JOB GOAL: To coordinate the district's comprehensive school improvement effort.

PERFORMANCE RESPONSIBILITIES:

1. Attend Board meetings as requested.
2. Serve as a consultant for Principals and teachers to: (A) provide information about available materials, (B) assist teachers/students in the development curriculum and assessments, and (C) evaluate the progress in improving student achievement.
3. Attend appropriate meetings, workshops and conferences to keep abreast of current developments in School Improvement issues.
4. Assist the Building Principals in planning professional development activities for the staff related to the Comprehensive School Improvement Plan.
5. Monitor district compliance with state and federal laws in matters of student achievement.
6. Provides leadership in the development and implementation of the district's comprehensive School Improvement Plan.
7. Coordination of the process and development of C-Plan (CSIP, APR, DDSDP, CASA, Iowa Core Plan.
8. Provides leadership to the staff to insure understanding of the district's School Improvement Plan as well as achievement of the educational goals and objectives of the district.
9. Works with staff and administration to plan, develop, and carry-out a comprehensive staff development program which directly relates to the district's School Improvement Plan.
10. Coordination of all formal efforts of the professional staff in projects of curriculum improvement.
11. Presents information as needed interpreting the district's school improvement plan and general educational program to the Board of Directors, parent groups, and other interested patrons of the district.
12. Keeps abreast of and interprets for the staff current research in the area of school improvement, instruction, general curriculum assessment and development.
13. Establishes and coordinates an on-going evaluation of the effectiveness of the district's instructional practices, curriculum development, staff development and the general School Improvement Plan.
14. Works with the Building Principals in the analysis of assessment data, the identification of areas of strength and weakness, and the development of plans for continuous improvement in the instructional program.
15. Participates in professional meetings, keeps abreast of current research and effective instructional practice through reading professional journals and maintains a professional growth plan.

Coordinator of School Improvement/Curriculum Coordinator (cont.)

16. Coordinates and has shared responsibility for the following district programs: (A) Curriculum Development Plan; and (B) Staff Development Plan.

TERMS OF EMPLOYMENT: See Contract.

EVALUATION: Performance of this job will be evaluated in accordance with the policies of the Board of Directors for licensed staff.

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TITLE: Teacher

QUALIFICATIONS: Valid Iowa teacher certificate, transcript from an approved institution of higher learning, and current physical form on file.
B.A. degree minimum
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

SUPERVISES: Students

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

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepares for classes assigned and shows written evidence of preparation upon request of Principal.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Diagnoses the learning disabilities of students on a regular basis, seeking the assistance of district/AEA specialists as required.
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct and in the classroom, develops reasonable rules of classroom behavior and procedure, maintaining order in a fair and just manner.
14. Makes provisions 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.

Teacher (cont.)

15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and evaluates their job performance.
16. Strives to maintain and improve professional competence.
17. Attends staff meetings and serves on staff committees as required.
18. Performs other duties as assigned by the Building Principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Day Care Director

QUALIFICATIONS: H.S. diploma required. College coursework preferred.
Prior similar job experience recommended.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: Introduce babies and toddlers to basic concepts, such as reading and playing with them. Help prepare them for kindergarten. Use instructional techniques to help children's development, including language and vocabulary. Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime.

PERFORMANCE RESPONSIBILITIES:

Before and After School Childcare Directors

1. The director is responsible for the overall function of the center. This includes supervising staff, designing curriculum, billing, and ensuring the safety of children.
2. Ensure children are given the opportunity to participate in activities such as board games, story time, technology time, homework help, outside play, and art/craft activities.
3. Relate to all children in positive and respectful ways.
4. Watch for signs of emotional or developmental problems in children and bring to the attention to the parents and administration.
5. Model personal interest in children; allow for one-to-one time; connect in ways that support children's feelings and ideas.
6. Directors will:
 - Be required to train in general first aid, CPR, and child care procedures.
 - Be certified mandatory child abuse reporters.
 - Develop schedules, procedures, and routines to ensure the well-being of all children attending.
 - Assist the main office in billing for services.
 - Be responsible for purchasing snacks and supplies through the Purchase Order system.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: School/Guidance Counselor

QUALIFICATIONS: Professional Service License
Professional School Counselor K-8 and 6-12 Endorsements
OR
Iowa Teacher's License or state-approved Guidance License.
B.A. or B.S. degree from an accredited institution
Three years of successful teaching experience
Multi-Occupation Certification preferred
Knowledge and experience with School to Work and Career Pathways

REPORTS TO: Principals

JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

Overall Responsibilities

1. Works to discover and develop special abilities of students
2. Works to resolve students' educational handicaps
3. Orients new students to school procedures and the school's varied opportunities for learning.
4. Works to prevent students from dropping out of school
5. Helps students evaluate career interests and choices.
6. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
7. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, emotional adjustment, and school/social relations.
8. Guides students in their participation in school and community activities.
9. Assists in the maintenance of student records and protects their confidentiality.
10. Confers with parents whenever necessary.
11. Provides in-service training in guidance for faculty and staff.
12. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
13. Informs administrators on the topics which impact student success.
14. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
15. Interprets the guidance program to the community.
16. Communicates with administration regarding specific students.
17. Communicates with outside agencies to coordinate services and provide assistance for children.
18. Teaches guidance classes on a variety of guidance topics
19. Develops and implements guidance curriculum.
20. Provides parent education on guidance topics.
21. Member of District Problem-Solving Team (A-Team)
22. Aids students in course and subject selection
23. Obtains and disseminates occupational information to students and to classes studying occupations.
24. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
25. Arranges for tutors and mentors.
26. Teaches seventh grade "Careers" as an exploratory class.
27. In coordination with the Building Principal, coordinates the plans and activities throughout the year.
28. Develops small group guidance on an "as needed" basis.
29. Coordinates "Conflict Management" within the middle school.
30. Aids students in course selection process and facilitates any necessary schedule changes throughout the year.
31. Prepares and facilitates completion of registration materials for the following school year.
32. Collects and provides occupational information of interest to students, parents, and teachers.
33. Facilitates scheduling, registration, and administration of tests for high school students.
34. Provides results and offers evaluation and interpretation of above-mentioned tests to students, parents, and staff.
35. Provides students with assistance in obtaining information about post secondary schools and in completing college application materials.
36. Makes recommendations to colleges for admissions purposes.

Guidance Counselor (cont.)

37. Provides student information to colleges, potential employers, and the public according to provisions of the Board's policy on student records.
38. Assists in providing tutors and/or mentors for students in need of such relationships.
39. Makes referrals to outside agencies/organizations for student and/or parents in need of such services.
40. Serves as a member of the Tripoli Dollars for Scholars Association.
41. Organizes, processes, and facilitates the selection of various local scholarships.
42. Provides college financial aid information, materials, and resources to students and parents.
43. Keeps a current listing of class rank for each high school class, including GPA for all students.
44. Maintains current and accurate transcripts and cumulative files for all high school students.
45. Maintains records on alternative school students and their progress, attending Alternative School meetings when possible (shared with high school Principal).
46. Assists Principal in coordinating annual scholarship/awards.
47. Provides annual report information regarding each year's graduating seniors to the Superintendent.
48. As Liaison for Homeless Children/Youth is required to:
 - Assists unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of the right to appeal such decisions under the enrollment disputes provisions.
 - To ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
 - To assist children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
 - As part of their duties, liaisons are required to collaborate and coordinate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youth.

And shall ensure that:

- Homeless children and youths are identified by school personnel through practices adopted by the district and through coordination of activities with other entities and agencies.
- Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools of the district.
- Homeless families, children, and youths receive educational services for which such families, children and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the district, and referrals to health care services, dental services, mental health services, and other appropriate services.
- The parents and guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive service under this Act, such as schools, family shelters, and soup kitchens.
- Enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney-Vento Act.
- The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school or origin and is assisted in accessing transportation to the school that is selected according to the child's best interests.

TERMS OF EMPLOYMENT: Salary to be in accordance with the licensed teacher salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with the policies of the Board of Directors for licensed staff.

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TITLE: Technology Coordinator

QUALIFICATIONS: Evidence of technology training and background experience with computers. Interested in all areas of computer usage, computer assisted instruction (CAI) and programming.
Ability and willingness to work with software in all areas of the curriculum.
Knowledge of machine set-up, operation, and minor repair.
Knowledge of network infrastructure installation and configuration.
Ability and willingness to coordinate and/or teach staff computer in-service courses.
Ability and willingness to work with staff and administration.
Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO: Building Principals.

PERFORMANCE RESPONSIBILITIES:

1. The coordinator will provide leadership on the district Technology committee.
2. Supervise Hardware Care
 - a. Check all computers K-12 for proper operation prior to the beginning of the school year, and on call throughout the year.
 - b. Provide service and maintenance, arrange for annual cleaning, and make arrangement to have repairs made.
3. Hardware & Software purchases
 - a. Provide input on purchase of all hardware to Technology committee and administration.
 - b. Coordinate all software purchases to avoid duplication and insure consistence throughout the district.
 - c. Work with staff and administration in evaluating and purchasing software for the district.
 - d. Coordinate a time line on purchase of additional hardware with the Superintendent.
 - e. Maintain an inventory of all hardware/software within the district.
4. Software Availability
 - a. Work with all staff to keep abreast of software offerings.
 - b. Maintain a master "backup" file.
 - c. Be familiar with the needs of students and teachers who will be using computer assisted instruction.
 - d. Coordinate the programming needs of students through the curriculum committee.
 - e. Attend up-date conferences offered by AEA and other organizations, when possible.
5. Technology Inservice.
 - a. Coordinate and arrange instruction in the computer inservice needs of the staff.
6. Infrastructure Management
 - a. Maintain and enhance the wireless and wired networks for the district.
 - b. Maintain the Windows Active Directory and server environment
 - c. Maintain the door keycard and security camera systems
7. Other duties as assigned by the administration.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Talented/Gifted Instructor (TAG)/English Language Learner (ELL)

QUALIFICATIONS: A valid Iowa teaching certificate.
Demonstrated ability to work successfully with students and adults.
Successfully demonstrated teaching experience.
Such alternatives as the Board finds appropriate and acceptable.

REPORTS TO: Building Principals

SUPERVISES: Students

JOB GOAL: To assist the professional staff in providing TAG/ELL students with a qualitatively differentiated educational program commensurate to their needs.

PERFORMANCE RESPONSIBILITIES:

1. Helps bring about learning experiences not presently available in the regular curriculum TAG/ELL.
2. Assists in the advanced placement of students who demonstrate proficiency in specific areas of the curriculum TAG/ELL.
3. Assists with instruction of TAG/ELL students at the elementary or secondary level.
4. Locates and utilizes resources to supplement the TAG/ELL programs (i.e., people, facilities, equipment, etc.)
5. Expands the program to include other areas of talented and giftedness/TAG.
6. Arranges for evaluation of gifted programming/TAG.
7. Inservices teachers, administrators, and parents about the TAG/ELL programs.
8. Provides an appropriate organizational process for implementation of the TAG/ELL programs.
9. Completes all Federal and State paperwork related to TAG/ELL.
9. Assists in maintaining appropriate TAG/ELL student records as required.
10. Other related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Substitute Teacher

QUALIFICATIONS: Valid Iowa teacher certificate, transcript from an approved institution of higher learning, and current physical form on file.
B.A. degree minimum.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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/her regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the Building Principal or school secretary upon arrival at the school building.
2. Reviews 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 prepared by the absent teacher.
5. Consults, as appropriate, with the building Principal, teacher, or team leader before initiating any different activities/procedures not included in the lesson plans.
6. Assumes responsibility for overseeing pupil behavior throughout the school day.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Media Center Specialist

QUALIFICATIONS: Iowa Certificate
Degree(s) required in Library Science
Prior job experience preferred
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principals

SUPERVISES: Library aides, student workers, volunteers

JOB GOAL: To provide all students with an enriched media center environment containing a wide variety and range of materials that will invite intellectual growth and to aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the media center, establishing rules, guidelines and procedures
2. Evaluates, selects, and requisitions new media center materials.
3. Assists teachers in the selection of books and other instructional materials and makes library materials available to supplement the instructional program.
4. Informs teachers and other staff members concerning new materials acquired for the media center.
5. Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on use of the system. This includes overseeing and implementing an automated computer system.
6. Arranges for interlibrary loan of materials to interest or use to teachers.
7. Works with teachers in planning those assignments that lead to extended use of media center resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Give guidance to students so they will develop habits of independent reference work and develop skill in the use of reference materials
10. Presents and discusses materials with a class studying a particular topic on the invitation of the teacher.
11. Participates in curriculum meetings.
12. Arranges book-related displays and exhibits likely to interest the media center's patrons.
13. Prepares and administers the media center budget.
14. Supervises media center aides , student workers and adult volunteers in the performance of their duties.
15. Participates actively in educational and professional associations on the local, regional, state, and national level.
16. Weeds obsolete and worn materials from the collections.
17. Supervises the clerical routines necessary for the smooth operation of the media center.

Media Center Specialist (cont.)

18. Assists with inventory and check out system for the efficient usage of all building audio-visual equipment.
19. Coordinates services of the AEA Media Center.
20. Promotes a work-related atmosphere in the media center area.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Professional Development & Curriculum Coordinator

QUALIFICATIONS: Iowa Teacher's License, with a B.A. or B.S. degree from an accredited institution.
A minimum of three years of successful teaching experience.
One-year training at the Tripoli Community School District
Graduate work and/or experience in curriculum development, staff development, supervision of instruction, facilitation skills and educational program evaluation and improvement. Exceptional writing skills a plus.
Such alternatives to the above qualifications as the Board may find acceptable.

REPORTS TO: Building Principals & Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Serves as a consultant for Principals and teachers to: (A) provide information about available materials, (B) assist teachers/students in the development and continued improvement of classroom practices.
2. Attends appropriate meetings, workshops and conferences to keep abreast of current developments.
3. Assists the building in planning professional development activities for the staff.
4. Assists in providing leadership to the staff to insure understanding of the district's School Improvement Plan, as well as achievement of the educational goals and objectives of the district.
5. Works with staff and administration to plan, develop, and carry-out a comprehensive staff development program which directly relates to the district's School Improvement Plan.
6. Assists in the coordination of all formal efforts of the professional staff in projects of curriculum improvement.
7. Assists in presenting information as needed interpreting the district's School Improvement Plan and general educational programs to the Board of Education, parent groups, and other interested patrons of the district.
8. Keeps abreast of and interprets for the staff current research in the area of school improvement, instruction, general curriculum assessment and development.
9. Assists in establishing and coordinating the effectiveness of the district's instructional practices, curriculum development, and staff development.
10. Works with the building Principals and school improvement coordinator in the analysis of assessment data, the identification of areas of strength and weakness, and the development of plans for continuous improvement in the instructional program.
11. Participates in professional meetings, keeps abreast of current research, and effective instructional practice through reading professional journals and maintains a professional growth plan.
12. Performs other duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary to be in accordance with the licensed teacher salary schedule.
Ten days extended contract

EVALUATION: Performance of this job will be evaluated in accordance with the policies of the district administration, the TLC Committee, and the School Board.

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TITLE: Activities Director

QUALIFICATIONS: Coaching endorsement and/or valid teaching certificate, or Department of Education approval.
Demonstrates experience and knowledge of effective administration of athletic programs. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Building Principals/Superintendent

SUPERVISES: Coaches/Activity Sponsors

JOB GOAL: To assist in all phases of the development and administration of the school program to promote the educational well-being of each student in the school.

To manage the activities program by use of supervisory and administrative skills and to promote the athletic and educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Organizes, supervises, and administers the high school and middle school activity program according to board policies as interpreted by the regulations of the administration.
2. Provides leadership in the selection, assignment, and evaluation of activity coaches and sponsors..
3. Fosters good school/community relations by keeping the community aware of and responsive to the athletics program and performance activities.
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events and activities on a master calendar for the district.
5. Hires officials and security as required and assumes general responsibility for the proper supervision of home events.
6. Helps with transportation arrangements as made by the coaches/sponsors and transportation director.
7. Assists in development and places into operation appropriate rules and regulations governing the conduct of athletic and performing arts activities.
8. Along with the high school principal, enforces the physical and academic requirements of eligibility for participation in each activity and verifies each participant's eligibility.
9. Assists in preparation and administration of the activity program budget and communicates with the Superintendent/Business Manager.
10. Requisitions program supplies and equipment.
11. Assists in and supervises all ticket sales and fund-raising events of the programs and assumes responsibility for proper handling of funds.
12. Arranges all details of visiting schools' and officials needs including lodging, meals, towels, gymnasium services, and field assistance as appropriate.
13. Makes arrangements for non-school use of playing fields and facilities.
14. Arranges field and gym practice schedules.

Activities Director (cont.)

15. Reviews (along with the nurse) the physical examination of all athletes prior to the beginning of the season.
16. Reviews coach's records of the results of all middle school and high school athletic contests and maintains a record file of all award winners and athletic scholarships.
17. Helps with any recognition program for athletes sponsored by the Booster Club.
18. Assists with the evaluation of each program (Principal).

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Coach

QUALIFICATIONS: Credentials as required by state law
Working familiarity and/or experience with specific sport
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal/Activities Director

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem, following the Coaches Handbook.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in a particular sport using appropriate coaching strategies and techniques that can be used to improve the athlete and the activity.
2. Enforces discipline and sportsmanlike behavior at all times and establishes and oversees penalties for breach of such standards by individual students. Provides standards and procedures in writing to the students.
3. Transmits to his/her athletes (and the entire student body) the understanding of sportsmanship, control, and dedication by example.
4. Possesses professional skills and knowledge to provide leadership and cooperation in the areas of method, techniques, strategies, and instruction.
5. Plans and schedules a regular program of practice in season.
6. Stays up to date with certifications and state qualifications.
7. Works closely with the Activities Director in scheduling interscholastic contests.
8. Recommends purchase of equipment, supplies, and uniforms as appropriate.
9. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
10. Enforces performance criteria for eligibility in interscholastic competition in the assigned sport.
11. Arranges transportation as needed in a timely manner.
12. Maintains necessary attendance forms, insurance records, end of the year report and other paperwork as required.
13. Performs other duties as assigned by the Athletic Director.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Nurse

QUALIFICATIONS: Appropriate state license
Sound communication and public relations skills
Such alternatives as the Board may find appropriate and acceptable

REPORTS TO: Building Principals/Superintendent

JOB GOAL: To assist the school in providing the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in district schools.

PERFORMANCE RESPONSIBILITIES:

1. Assists school and administrators in developing a school health program.
2. Participates in work of the health curriculum committee.
3. Conducts school programs (including information dissemination) of immunization, physical examinations, and sight and hearing testing as directed by chief medical officer.
4. Observes students on a regular basis to detect health needs of both physical and mental natures.
5. Instructs teachers on screening students for health defects.
6. Maintains up-to-date cumulative health records for health defects.
7. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters as directed by chief medical officer.
8. Visits student homes when necessary.
9. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.
10. Administers first aid in accordance with established first aid procedures.
11. Makes recommendations to the Superintendent or Principal on health needs of individual students.
12. Works with students in understanding health needs.
13. Aids in adapting school programs to provide assistance to children with special needs.
14. Implements policy on exclusion and readmission of students in connection with infectious and contagious diseases.
15. Participates in in-service training programs of CPR instruction for seniors and staff.
16. Assists school personnel in maintaining sanitary standards in schools.
17. Works with teachers regarding course content and instructional opportunities regarding areas of health, safety, and first aid.
18. Manages Medicaid filing/paperwork of special needs students.
19. Works with AD/coaches to verify current sports physicals and concussion forms.
20. Administers medication to students and supervises the training of other staff members to administer medications.

Nurse (cont.)

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Secretary

QUALIFICATIONS: High School diploma or GED
Proficiency in keyboarding and a working knowledge of basic office procedures and equipment such as a multi-line phone system and photocopy machine.
One year of post high school education or one year of experience related to performance responsibilities.
Demonstrates ability to exert positive communication skills in everyday relationships with students, school employees, parents, and the general public.
Demonstrates ability to use computer programs including Microsoft Office (MicroSoft Word, Microsoft Excel) and student record data entry and retrieval programs.
Certification in dispensing medications.
Such other alternatives as the Board may find appropriate.

REPORTS TO: Building Principal

SUPERVISES: Students, Temporary Workers

JOB GOAL: To assist in the operational duties of the Principal's office and to help provide an efficient, productive, safe, and pleasant educational process and facility.

PERFORMANCE RESPONSIBILITIES:

1. Interacts with students, teachers, employees, parents, and guests. Handles problems and refers situations that may arise in person or via the telephone in a courteous and pleasant manner.
2. Maintains strict confidentiality.
3. Types, files, calculates, and records information for the Principal. Keeps student's files and office records up to date. Maintains reports and processes statistics. This includes student/staff bulletins, notices and newsletter information on a regular basis.
4. Aids Principal with the contacting of substitute teachers during the day and for individual periods.
5. Assists the Principal in emergency procedures, including fire/tornado drills. Maintains emergency guidelines for all staff members in the building. Provides assistance in the injury/illness of staff that require emergency assistance.
6. Keeps employee attendance records and absence forms.
7. Assists in the receiving of supplies and materials.
8. Receives money from students, parents, and teachers; codes receipts and prepares the depositing of funds with the Business Manager. Maintains petty cash fund according to procedure. Assists with lunch money, cards and other processes as needed.
9. Dispenses medications to students when the nurse is unavailable (as per Board established specifications).
10. Handles all incoming and outgoing mail.
11. Processes annual inventory in conjunction with teachers for entire building.
12. Maintains building supplies and orders for building according to procedure.
13. Supervises students and monitors absences/tardies and refers to the Principal.

Secretary (cont.)

14. Assists in processing new students, assigning lockers and providing district/building information to the students and parents.
15. Assists with parent-teacher conferences, AEA meetings, inservices and staffings as requested by the Principal.
16. Attends meetings and inservices as required.
17. Keeps work stations neat, clean, and aesthetically pleasing.
18. Performs duties in a positive manner promoting positive public relations with the employees, students, and general public.
19. Maintains certified enrollment, grade level/class information, and records individualized on students' permanent records.
20. Monitors passes, sign-in/sign-out procedure, and reports problems to Principal.
21. Operates and maintains copy machine, intercom system, laminator, computer system, and other equipment as used in the office area.
22. Serves as confidential secretary, transcribing building staff evaluations for Principal and all other correspondence.
23. Other related duties as may be assigned by Principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Activities Director's Secretary

QUALIFICATIONS: High School Diploma.
Proficiency in word processing and working knowledge of basic office procedures and equipment.
Positive communication skills in relationships with students, school employees, parents, and the general public.
Such other alternatives as the Board may find appropriate

REPORTS TO: Building Principal

JOB GOAL: To assist in the operational duties of the Activities Director and to help provide an efficient, productive, safe, and pleasant educational process and facility.

PERFORMANCE RESPONSIBILITIES:

1. Interacts with students, teachers, employees, parents, and guests. Handles problems and refers situations that may arise in person or via the telephone in a courteous and pleasant manner.
2. Maintains strict confidentiality.
3. Prepares reports for administration and staff as needed.
4. Works with senior class sponsors and high school Principal to prepare for graduation, as needed.
5. Supervises students and monitors behavior, referring problems to the Principal.
6. Assists the school nurse to collect information from student athletes to prepare medical packets for coaches.
7. Prepares programs for athletic events and activity labels for district personnel.
8. Attends meetings and in-services as required.
9. Keeps work station neat, clean, and aesthetically pleasing.
10. Other duties as may be assigned by Principal, Guidance Counselor, or Activities Director.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Paraprofessional Aide/Special Education Aide

QUALIFICATIONS: H.S. diploma required. College coursework preferred.
Prior similar job experience recommended.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal/Classroom Teacher/Special Education Teacher

JOB GOAL: Paraprofessional Aide: To assist the teacher by monitoring and working with individual students or small groups to help them implement strategies in the regular classroom.
Special Education Aide: To assist the professional staff in providing for the students with special needs in a well-organized, smoothly functioning environment in which students can take full advantage of the instructional program.

PERFORMANCE RESPONSIBILITIES:

1. Learns specific teaching strategies presented by the teacher and focus on assisting students with the strategy.
2. Builds relationships and partnerships with selected students to support the outcome of the strategy.
3. Participates with regular classroom teacher in evaluating and assessing student effectiveness in utilizing strategies.
4. Develops and/or assists in the development of teaching aides and other classroom materials.
5. Works with individual students or small groups of students to reinforce strategies initially introduced by teacher.
6. Performs other clerical duties as requested.
7. Participates in in-service training programs as assigned.
8. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
9. Administers, scores, and/or records such achievement and diagnostic tests as the teacher recommends for individual students.
10. Performs those tasks requested by the building Principal.
11. Works with students on implementing the specific individualized educational plan. This includes the academic, behavioral and social skills as outlined for the students.
12. Supervises students to assure safety and compliance with the rules. Provides assistance as needed throughout the day-including bathroom use, hallways and other general areas.
13. Performs simple errands and tasks for student(s) as instructed by the special education teacher.
14. Works with individual students and small groups to reinforce material initially introduced by the teacher.
15. Capable of physically performing duties, such as lifting and transferring, a student with physical disabilities as required by the individualized educational plan.
16. Establishes as fully as possible a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.

Paraprofessional Aide/Special Education Aide

17. Serves as a resource person, if and when requested, to the student personnel staffing team conferring about one of the students to whom assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Media Center Aide

QUALIFICATIONS: High School Diploma.
Job experience recommended.
Computer skills required; technology background preferred.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal/Media Center Specialist

JOB GOAL: To provide a well-organized, smoothly functioning media center environment in which teachers and students can take full advantage of available resources.

PERFORMANCE RESPONSIBILITIES:

1. Types and processes orders, reports, bibliographies, forms, media center schedules, newsletters, and other clerical responsibilities.
2. Orders and receives books selected for purchase by the media center specialist, which may include processing into the computer system.
3. Maintains files of catalog cards, vertical file material, publishers' catalogs, etc.
4. Prepares notices to students/teachers concerning overdue materials, and collect fines.
5. Makes simple repairs on damaged books and report more severely damaged books to the media specialist.
6. Monitors attendance/usage of the media center.
7. Readies books for reserve on teachers' requests, and maintains the reserve shelf.
8. Prepares current magazines for shelving and maintains the back-number stacks.
9. Prepares the annual inventory of media center materials and the preparation of lists of missing books, and books to be discarded.
10. Cards and shelves incoming books.
11. Monitors computers and their use in the media center, assisting students/staff as needed.
12. Maintains current inventory of supplies, suggest items for acquisition as needed.
13. Oversees the general neatness and attractiveness of the media center and its displays.
14. Helps students locate reference materials, instructional materials, and books.
15. Reads to small groups of students (in PK-5 only)
16. Maintains proper student discipline.
17. Performs such other tasks as the media specialist and/or Principal may assign.
18. Assumes responsibility for orderly operation of the media center in the absence of the media specialist.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Head Custodian

QUALIFICATIONS: Demonstrated aptitude for the work to be performed.
Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO: Superintendent

SUPERVISES: Custodians, Student Workers

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the assignment, scheduling, and training of members of the housekeeping staff and makes recommendations on their employment, transfer, promotion, and release.
2. Plans, performs, and/or oversees all housekeeping staff, maintaining a high standard of safety, cleanliness, and efficiency.
3. Aids in the training of new housekeeping staff.
4. Is responsible for harmonious relations among housekeeping staff.
5. Performs/maintains own daily cleaning schedule.
6. Strives constantly to promote the safety, health, and comfort of students and the employees.
7. Responsible for contribution and input in the evaluation of all personnel of the housekeeping department at the time of evaluation by the building Principal.
8. Available as needed for emergency situations involving the housekeeping needs of the District.
9. Cooperate and work with the personnel in the overall maintaining of the buildings of the district as directed.
10. Supervise any personnel assigned to the Housekeeping department by the Superintendent.
11. On occasion, there will be housekeeping needs of the district that will require alterations of the hours to satisfactorily handle the buildings or other facilities of the district. These schedule changes or alterations will be assigned and/or approved by the Superintendent.
12. Examines school buildings on a regular basis for needed cleaning and maintaining.
13. Consults with building Principals regarding the establishment of priorities of all cleaning projects in their respective buildings.
14. Attends all appropriate committee and staff meetings.
15. Supervises the record keeping of all personnel in the housekeeping department and forwards to the accounting department.
16. Supervises and/or handles all substitute personnel for the department as needed.
17. Acts as a liaison with parents for complaints and special requests.
18. Reports to the Board of Education when requested.
19. All other duties specifically assigned by the Superintendent of schools.

TERMS OF EMPLOYMENT: Twelve months contract. Salary to be determined by the Board.

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

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TITLE: Custodian

QUALIFICATIONS: High school diploma or GED
Certification of good health signed by a licensed physician
Successful work experience in organizing own time, demonstrated mechanical ability, and manual dexterity
Other alternative qualifications the Board may find appropriate

REPORTS TO: Head Maintenance & Head Custodian

SUPERVISES: Temporary Workers

JOB GOAL: To promote and maintain the safety, health, cleanliness, and comfort of students, employees, and the public by keeping buildings and premises neat, clean, and in good repair at all times.

PERFORMANCE RESPONSIBILITIES:

1. Keeps buildings and premises neat and clean at all times.
2. Sweeps/vacuums classrooms daily and dusts furniture weekly.
3. Cleans corridors after school each day and during the day when conditions require it.
4. Scrubs and disinfects toilets, bathroom floors, sanitary fixtures, sinks, and drinking fountains daily.
5. Washes all windows on the inside and outside as needed.
6. Keeps all floors in a neat and attractive condition and in a good state of preservation.
7. Cleans all chalkboards as scheduled.
8. Reports major repairs needed.
9. Reports immediately to supervisor any damage to school property.
10. Remains on the school premises during assigned hours and during non-school hours when the use of the building has been authorized and attendance is required by the housekeeping director.
11. Assumes responsibility for the closing of the building each school day and for determining that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
12. Moves furniture or equipment within building as required for various activities.
13. Performs all duties as assigned by the Housekeeping Director or Principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated by the Head Maintenance and Head Custodian in accordance with Board policy.

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TITLE: Maintenance/Maintenance Director

QUALIFICATIONS: High school diploma or GED.
Certification of good health signed by a licensed physician.
Successful work experience in organizing own time, demonstrated mechanical ability, and manual dexterity.
Experience and/or working knowledge of maintenance needs of a school district.
Management skills and experience in personnel management.
Knowledge and experience in purchasing items on a bid basis.
Satisfactory health to handle physical and mental requirements of this position.
Working knowledge of repair and maintenance.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent and Maintenance Director

SUPERVISES: Personnel of the Maintenance Department/Temporary Workers

JOB GOAL: To maintain the physical school plant and other facilities in a condition of operating excellence. Also to promote and maintain the safety, health, cleanliness, and comfort of students, employees, and the public by keeping buildings and premises neat, clean, and in good repair at all times.

PERFORMANCE RESPONSIBILITIES:

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimates cost of repair, remodeling, and construction projects in terms of labor, material, and overhead.
4. Assigns and supervises crews of craftspeople for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing fencing, asphalt, concrete, ceilings, and the like.
5. Lays out and inspects work, and assists crew members.
6. Develops a system for dealing with emergency repair problems with efficiency.
7. Prepares reports on costs of work done, materials used, labor expended.
8. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
9. Assigns work orders, checks drawings and plans.
10. Consults with building Principals regarding the establishment of regular preventive maintenance programs.
11. Maintains such personnel and other records as are required.
12. Recruits, screens, recommends for hiring, and trains all people necessary to the maintenance program.
13. Advises on the hiring of contractors to perform certain maintenance or repair services.
14. Reports to the Board of Education when requested, but no less than once per year report to the Board the status of the districts buildings and grounds.
15. All other duties specifically assigned by the Superintendent of Schools.
16. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.

Maintenance/Maintenance Director

17. Shovels, plows, and sands walks, driveways, parking areas, and steps as appropriate.
18. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
19. Keeps the grounds free from rubbish.
20. Performs such yardkeeping chores as grass cutting, tree trimming, and the like as necessary to maintain the school grounds in a safe and attractive condition.
21. Makes such minor building repairs as he/she is capable.
22. Reports major repairs needed to the Principal or maintenance supervisor.
23. Maintains, on a regular schedule, all motors and other mechanical equipment requiring scheduled servicing.
24. Reports immediately to the supervisor any damage to school property.
25. Remains on the school premises during assigned hours and during non-school hours when the use of the building has been authorized and attendance is required by the Principal.
26. Assumes responsibility for the opening of the building each school day.
27. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacement from the Maintenance Supervisor far enough in advance to assure timely delivery.
28. Conducts an ongoing program of general maintenance, upkeep, and repair.
29. Moves furniture or equipment within building as required for various activities and as directed by the Maintenance Supervisor.
30. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
31. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
32. Performs all duties as assigned on a regular or irregular basis by the Maintenance Director or Principal.

TERMS OF EMPLOYMENT: Twelve months contract. Salary to be determined by the Board.

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

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TITLE: Food Service Director

QUALIFICATIONS: Completion of all course work required for license by all pertinent and/or legal certifying bodies.
Completion of a Bachelor's Degree is highly preferred.
Familiarity with the entire Tripoli food services programs or similar experience.
Ability to supervise employees creating a productive work environment.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent/Building Principal

SUPERVISES: All Food Services Personnel

JOB GOAL: To provide each school child with food of nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring.

PERFORMANCE RESPONSIBILITIES:

1. Purchases and maintains an inventory of all foods, supplies, and equipment.
2. Standardizes cafeteria accounting procedures in cooperation with the district business office while in compliance with Department of Education food services requirements.
3. Arranges with the aid of the district business office for audits of cafeteria accounts through approved auditors.
4. Works with the food services committee in planning and supervising the preparation and serving of menus at all schools.
5. Cooperates with the district's wellness committee promoting healthy food choices.
6. Plan school menus for breakfast and lunch in accordance with state and federal guidelines.
7. Informs the public, through the local press, of planned lunch menus on a monthly basis.
8. Plans and checks all menus for school lunches.
9. Standardizes as much as possible the size of portions served as related to lunch type.
10. Provides assistance and suggestions for the preparation and serving of government surplus foods.
11. Inspects school lunch facilities and operations to ensure that standards of diet, cleanliness, health, and safety are being maintained.
12. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
13. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
14. Consults, as needed, with school officials, architects, and Department of Education Food Services Bureau personnel on plans and specifications for new or renovated food preparation centers.
15. Assists Principals and teachers in the instruction phases of the lunchroom program and in the classroom instructional units of work pertaining to nutrition.

Food Service Director (cont.)

16. Administers personnel policies and evaluates cafeteria workers and head cooks with district criteria and instruments for evaluation.
17. Standardizes personnel policies, levels of cleanliness, health, and safety.
18. Interviews, screens, and recommends appointment of all food service personnel.
19. Reviews all food service personnel time sheets for payroll.
20. Checks all bills and purchase orders for accuracy before presenting them to the Business Manager for payment.
21. Assists with all applications for federal subsidies.
22. Assists with the distribution of all federal funds to various school lunch programs.
23. Assists with the application for government surplus food for school cafeteria use and directs its distribution and transfer.
24. Plans disposition of government commodities as part of the ongoing food service program.
25. Prepares specifications and bid conditions for all items requiring such bids by law or Board policy.
26. Maintains adequate inventory at the district central food warehouse and oversees disbursement.
27. Operates a program of cooperative purchasing among the district's cafeterias of high volume items.
28. Keeps patrons and the public informed of the menus and services offered by the school cafeterias and of the health and educational benefits gained by children through participation in the school food service program.
29. Performs all other duties pertinent to the job as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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TITLE: Elementary Head Cook

QUALIFICATIONS: Current health physical, literacy, or other such requirements.
Demonstrated aptitude or competence for assigned responsibilities.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
All head cooks will be required to complete the School Food Service short course offered by the Department of Education.

REPORTS TO: Food Service Director

SUPERVISES: Cooks and Student Aides when available (under the direction of the Food Service Director).

JOB GOAL: To serve the students attractive and nutritious meals atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Employs safe, proper, and efficient use of all kitchen equipment.
2. Maintains the highest standards of safety and cleanliness in the kitchen.
3. Checks food shipments into the school, signing invoices only after each order has been verified.
4. Determines the quantities of each food to be prepared daily.
5. Determines the size of serving to meet the necessary requirements with regard to the ages of those served.
6. Prepares food according to a planned menu and tested, uniform recipes, and determines if the finished product is of best quality both in flavor and appearance before it is served.
7. Records all food requisitions from the storeroom, and records all meals served.
8. Oversees the locking of the storeroom, and the maintaining of a correct monthly inventory.
9. Orders on a weekly basis all necessary supplies.
10. Reports immediately to the Principal and food services director any problem or accident occurring in the kitchen or the cafeteria premises.
11. Confers with the food services director regarding any personnel problems.
12. Reports to the food services director any faulty or inferior quality food which is received.
13. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware, and utensils.
14. Performs all other duties as assigned by the director of food services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated by the Food Service Director in accordance with Board policy.

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TITLE: Cook

QUALIFICATIONS: High School Diploma or GED.
Ability to lift at least 45 lbs.
Physically able to work in a standing position for prolonged periods.
Experience in food service preparation.
Participation in School Food Service Short Courses as required.
Such other alternatives as the Board may find appropriate and acceptable.

REPORTS TO: Food Service Director/Elementary Head Cook

JOB GOAL: To carry out assigned tasks which contribute to the proper operation of the district food service program.

PERFORMANCE RESPONSIBILITIES:

1. Assists where assigned in the proper preparation of food on a daily basis.
2. Assists with setting up service areas and the portioning and serving of food items.
3. Assists in the daily cleaning of the food service areas and/or food utensils.
4. Complies with all safety and health standards as set forth by state and federal regulations.
5. Assists with care, cleaning, and regular maintenance of food service equipment.
6. Attends meetings, in-services, educational courses, and School Food Service Short Courses as required.
7. Performs duties in a positive manner promoting positive public relations with employees, students, and general public.
8. Performs other duties as required by the Food Service Director.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated by the Food Service Director in accordance with Board policy.

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TITLE: Transportation Scheduler

QUALIFICATIONS: High School Diploma.
Must have working knowledge of bus repair and maintenance.
Must have management skills and preferably experience in personnel management.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: All Transportation Department Personnel

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the district's schools.

PERFORMANCE RESPONSIBILITIES:

1. Conforms to all state laws and regulations regarding school transportation.
2. Maintains safety standards to conform to state and insurance regulations and develops a program of preventive safety.
3. Recruits, trains, evaluates and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
4. Advises Superintendent on road hazards for decision on school closing during inclement weather.
5. Cooperates with school Principals and others responsible for planning special school trips.
6. Develops and administers a transportation program to meet all the requirements of the daily instructional program (including special education programs) and extra-curricular activities.
7. Formulates the specifications to be incorporated in contractual agreements.
8. Supervises the preparation of bus routes for all public schools in the district.
9. Attends appropriate committee and staff meetings.
10. Works with the Superintendent and Business Manager in formulation of transportation budget.
11. Authorizes purchases in accordance with budgetary limitations and district rules.
12. Approves and forwards transportation service invoices to accounting department.
13. Supervises the maintenance all district-owned equipment and develops plans for preventive maintenance.
14. Approves transportation payroll on monthly basis, including wage and hour requirements and leave requests.
15. Completes and dispatches insurance reports.
16. Submits all reports required by state authorities.
17. Takes an active role in solving discipline problems occurring on school buses, in conjunction with building administrators.

Transportation Scheduler (cont.)

18. Acts as liaison with parents for complaints and special requests regarding transportation, in conjunction with building administrators.
19. Supervises the assignment buses to the various routes and to activity trips after notification of need for bus.
20. Determines fleet needs and replacements. Keeps Superintendent of Schools informed of these needs.
21. Obtains sub-drivers as necessary.
22. Develops recommendations for future transportation and personnel needs in the school district
23. Assume specific responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month contract. Salary to be determined by the Board.

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

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TITLE: Bus Driver/Van Driver

QUALIFICATIONS: Current physical examination signed by licensed physician.
Legal and valid bus operator's license.
Demonstrated aptitude or competence for assigned responsibilities.
Such alternatives to the above qualifications as the Board may find appropriate and Acceptable.

REPORTS TO: Transportation Scheduler

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

PERFORMANCE RESPONSIBILITIES:

1. Observes all mandatory safety regulations for school buses.
2. Maintains discipline when students are on bus.
3. Reports undisciplined students to the proper authority.
4. Keeps assigned bus clean--specifically interior.
5. Adheres to assigned schedule.
6. Checks bus before each operation for mechanical defects.
7. Notifies the Transportation Scheduler in case of mechanical failure or lateness.
8. Discharges students only at authorized stops.
9. Exercises responsible leadership when driving on out-of-district school trips.
10. Transports only authorized students.
11. Reports all accidents and completes required reports.
12. Enforces regulations against smoking on the bus and maintains high standards for student behavior relative to bus safety, cleanliness, and security.
13. All other duties and responsibilities as assigned by the Transportation Scheduler and/or Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board.

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

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