

# Tennessee Schools Board Association

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## Administrative Procedures

### Section 5 – Personnel

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# Tennessee School Boards Association

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# Oneida Special School District

## Job Descriptions

5.103.0

### Job Descriptions Directory

#### Athletics

5.103.1	Assistant Director - Athletics
5.103.2	Campus Athletic Coordinator
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5.103.5	Director of Athletics/Head Football Coach
5.103.6	Athletic Trainer

#### Business Services

5.103.7	Accountant
5.103.8	Accounting Clerk
5.103.9	Accounts Payable Clerk
5.103.10	Accounts Payable Lead
5.103.11	Buyer
5.103.12	Chief Financial Officer
5.103.13	Director of Finance/Business Manager
5.103.14	Payroll Clerk
5.103.15	Payroll Supervisor
5.103.16	Purchasing Clerk
5.103.17	Director of Purchasing
5.103.18	Senior Accountant

#### Campus Administration

5.103.19	Assistant Principal
5.103.20	Principal

#### Campus Clerical

5.103.21	Attendance Clerk
5.103.22	Bookkeeper

5.103.23	Secretary to Principal
5.103.24	Campus Receptionist
5.103.25	Registrar

**Campus Instruction**

5.103.26	Agricultural Science Teacher
5.103.27	Band Director
5.103.28	Career and Technical Education Teacher
5.103.29	Work-Based Learning Coordinator
5.103.30	Special Education Teacher
5.103.31	Teacher

**Campus Instructional Assistants**

5.103.32	Classroom Instructional Aide
5.103.33	Computer Lab Aide
5.103.34	In-School Suspension Aide
5.103.35	Library Aide
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**Central Office Clerical**

5.103.38	Secretary to Director/Department Head
5.103.39	Secretary to Executive/Chief
5.103.40	Receptionist
5.103.41	Secretary to Director of Schools

**Child Nutrition**

5.103.42	Cafeteria Manager
5.103.43	Child Nutrition Program Director
5.103.44	Child Nutrition Worker

**Communications**

5.103.45	Communications Officer
5.103.46	Communication Specialist
5.103.47	Graphic Designer

**Curriculum and Instruction**

5.103.48	Director of Research, Evaluation, & Accountability
5.103.49	Curriculum Director
5.103.50	Instructional Coach
5.103.51	Instructional Coordinator
5.103.52	Testing Coordinator

**Executive Office**

5.103.53	Assistant Director of Curriculum and Instruction
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5.103.54	Assistant Director of District Operations
5.103.55	Attorney
5.103.56	Internal Auditor

**Guidance and Counseling**

5.103.57	Academic Advisor
5.103.58	School Counselor
5.103.59	Director of School Counseling
5.103.60	Social Worker
5.103.61	Attendance Supervisor

**Health Services**

5.103.62	Health Services Aide
5.103.63	Health Services Coordinator
5.103.64	School Nurse (RN)

**Human Resources**

5.103.65	Employee Benefits Specialist
5.103.66	Chief Human Resources Officer
5.103.67	Director of Human Resources
5.103.68	Staffing Administrator
5.103.69	Human Resource Secretary
5.103.70	Human Resource Specialist

**Information Technology**

5.103.71	Computer Technician
5.103.72	Data Entry Clerk
5.103.73	Chief Technology Officer
5.103.74	Network Technician
5.103.75	Network Administrator
5.103.76	District Data Coordinator
5.103.77	Technology Secretary
5.103.78	Web Administrator

**Instructional Technology**

5.103.79	Director of Instructional Technology
5.103.80	Instructional Technology Specialist

**Library Services**

5.103.81	Director of Library and Media Services
5.103.82	Librarian
5.103.83	Library Specialist

**Maintenance**

5.103.84	Custodial Services Supervisor
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5.103.85	Lead Custodian
5.103.86	Custodian
5.103.87	Director of Maintenance
5.103.88	Grounds Foreman
5.103.89	Groundskeeper
5.103.90	Maintenance Foreman
5.103.91	General Maintenance Worker

**Risk Management**

5.103.92	Safety Coordinator
5.103.93	Workers' Compensation Specialist

**Security**

5.103.94	School Resource Officer
5.103.95	Security Technician
5.103.96	Security Guard
5.103.97	Crossing Guard

**Special Education**

5.103.98	Behavior Intervention Specialist
5.103.99	Deaf Education Interpreter
5.103.100	Director of Special Education
5.103.101	Occupational Therapist
5.103.102	Physical Therapist
5.103.103	Speech-Language Pathologist

**Special Programs**

5.103.104	Grant Writer
5.103.105	At-Risk Coordinator
5.103.106	Director of Career and Technology Education
5.103.107	Federal/Special Programs Coordinator

**Transportation**

5.103.108	Bus Driver
5.103.109	Bus Maintenance Worker
5.103.110	Transportation Supervisor
5.103.111	Dispatcher
5.103.112	Lead Mechanic
5.103.113	Vehicle Mechanic
5.103.114	Mechanic Assistant
5.103.115	Shop Foreman
5.103.116	Bus Monitor
5.103.117	Special Education Bus Driver

**Job Description Template**

5.103.118

Template

*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Assistant Director - Athletics

**Exemption Status:** Exempt/Executive\* or Administrator in Educational Establishment

**Reports to:** Director of Athletics

**Date Revised:**

**Dept./School:** Athletics

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**Primary Purpose:**

Direct and manage assigned program areas of extracurricular and intramural athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all federal, state, and local requirements.

**Qualifications:**

**Education/Licensure:**

Bachelor's degree  
Valid Tennessee teaching license

**Special Knowledge/Skills:**

Knowledge of overall operations of athletic program  
Knowledge of federal and state laws and Tennessee Secondary School Athletic Association (TSSAA) and Tennessee Middle School Athletic Association (TMSAA) requirements governing athletics  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Excellent public relations, organizational, communication, and interpersonal skills

**Experience:**

     years successful teaching and coaching experience

**Major Responsibilities and Duties:**

**Program Planning**

1. Direct and manage assigned areas of the district's athletic program.
2. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
3. Maintain physical and academic eligibility requirements for participation in each sport and verify each athlete's eligibility.
4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.



**Athletic Events**

5. Manage assigned athletic operations including overseeing ticket sales, monitoring game officials, and ensuring preparation of facilities.
6. Attend district athletic contests.
7. Prepare and recommend interscholastic game schedules for areas assigned.
8. Arrange transportation, lodging, and meals for out-of-town athletic events.
9. Monitor the process of cleaning, sanitizing, repairing, and storing athletic equipment.

**Student Management**

10. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
11. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.

**Policy, Reports, and Law**

12. Implement and comply with federal law, state law, State Board of Education rules and regulations, and local board policy in area of athletics.
13. Compile, maintain, and file all reports, records, and other documents as required.
14. Follow district safety protocols and emergency procedures.

**Budget and Inventory**

15. Develop and administer budget for areas assigned based on documented needs and ensure that operations are cost effective and funds are managed wisely.
16. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment.

**Personnel Management**

17. Prepare, review, and revise job descriptions for assigned area.
18. Select, train, supervise, and evaluate athletic department personnel in assigned area and make recommendations relative to placement, assignment, retention, discipline, and dismissal.

**Community Relations**

19. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
20. Support athletic booster club activities.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring of coaches and support staff for assigned area.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and other instructional equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/culling, twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse. Frequent driving

**Lifting:** Frequent light lifting and carrying (15 pounds or less)

**Environment:** Work inside and work outside (exposure to sun, heat, cold, and inclement weather); occasional exposure to noise; frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

*\* To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should to be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Campus Athletic Coordinator **Exemption Status:** Exempt/  
Administrator in an Educational Establishment

**Reports to:** Principal and Director of Athletics **Date Revised:**

**Dept./School:** Assigned Campus

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**Primary Purpose:**

Direct and manage the campus extracurricular and intramural athletic program. Provide instruction and coach students to develop skills and ability to excel in sport(s) assigned. Contribute to education program as a whole and to growth of students involved in athletics.


**Qualifications:****Education/Licensure:**

Bachelor's degree  
Valid Tennessee teaching license  
Current automated external (AED) defibrillator certificate

**Special Knowledge/Skills:**

Knowledge of coaching techniques, strategies, and procedures  
Knowledge of Tennessee Secondary School Athletic Association (TSSAA) and Tennessee Middle School Athletic Association (TMSAA) rules  
Ability to instruct and supervise student athletes  
Ability to interpret data  
Excellent organizational, communication, and interpersonal skills

**Experience:**

 years experience as a coach

**Major Responsibilities and Duties:****Program Planning and Instruction**

1. Direct and manage athletic programs and facilities at assigned campus.
2. Manage and supervise athletic activities and use a variety of instructional techniques and media to promote individual growth in athletic skills, teamwork, and good sportsmanship and to improve the abilities of student athletes in the sport(s) assigned.
3. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.

**Program Management**

4. Monitor and enforce student eligibility criteria for extracurricular activity participation.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Work with athletic director to schedule competitions and coordinate arrangements.

7. Ensure compliance with all TSSAA and TMSAA rules.
8. Develop and coordinate a continuing evaluation of the coaching program and make recommendations for changes based on findings.

**Student Management**

9. Accompany and supervise student athletes during athletic competitions both at-home and on out-of-town trips.
10. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices.
11. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
12. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
13. Oversee the planning and execution of athletic banquets and award presentations on the assigned campus.

**Communication**

14. Establish and maintain open communication with parents, students, principals, and teachers.

**Administration**

15. Compile, maintain, and file all reports, records, and other documents required.
16. Initiate and approve purchase orders and bids in accordance with budgetary limitations.
17. Oversee the proper care and maintenance of all campus athletic fields, facilities, and equipment including the cleaning, sanitizing, repairing, and storing of equipment and make recommendations for repair and replacement when appropriate.
18. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Directs the work of coaches on assigned campus.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Athletic equipment, standard office equipment including computer and peripherals and other instructional equipment; automated external defibrillator (AED)

**Posture:** Prolonged sitting and standing; occasional kneeling, squatting, bending, stooping

**Motion:** Frequent walking; repetitive hand motions; frequent keyboarding and use of mouse; frequent driving

**Lifting:** Frequently light lifting (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

**Environment:** Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Coach **Exemption Status:** Exempt/Professional  
**Reports to:** Principal and Athletic Director **Date Revised:**  
**Dept./School:** Assigned Athletic Campus

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### Primary Purpose:

Provide instruction and coach students to develop skills and ability to excel in assigned sport(s).  
Contribute to education program as a whole and to growth of students involved in athletics.

### Qualifications:

#### Education/Licensure:

Bachelor's degree  
Valid Tennessee teaching license  
Current first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certificate  
*Clear and valid Tennessee commercial driver's license with Passenger (P) and School Bus (S) endorsements (optional)*

#### Special Knowledge/Skills:

Knowledge of coaching techniques and procedures  
Knowledge of Tennessee Secondary School Athletic Association (TSSAA) and Tennessee Middle School Athletic Association (TMSAA) rules  
Ability to instruct and supervise student athletes  
*Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical (include if bus driving duties are required)*  
Excellent organizational, communication, and interpersonal skills

#### Experience:

     years experience as coach or participant in sport assigned

### Major Responsibilities and Duties:

#### Instruction

1. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
2. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
3. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.

**Program Management**

4. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis. Model performance criteria and physical movements required for successful student performance of sport.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Work with athletic director to schedule competitions and plan season activities including practices, special events, and tournaments.
7. Coordinate with transportation department for travel arrangements to out-of-town events. (*Drive bus to transport student to out-of-district competitions (optional)*).
8. Ensure compliance with all TSSAA and TMSAA rules.
9. Monitor and enforce student eligibility criteria for extracurricular participation.
10. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

**Student Management**

11. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
12. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
13. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
14. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

**Communication**

15. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

**Administration**

16. Assist in selection of equipment and instructional materials.
17. Compile, maintain, and file all reports, records, and other documents required.
18. Initiate and approve purchase orders and bids in accordance with budgetary limitations and district policies.
19. Oversee process of cleaning, repairing, and storing all campus athletic equipment and maintain a current inventory of all equipment and fixed assets within program.



20. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Assign and oversee completion of the work of assistant coaches and student athletic assistants.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Athletic equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED); *operate school bus*

**Posture:** Prolonged standing; kneeling, squatting, bending, and stooping; *frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching*

**Motion:** Frequent walking and physical movements associated with sport(s) assigned

**Lifting:** Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

**Environment:** Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours; *moderate exposure to vehicle fumes and work around moving vehicles*

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Athletics  
**Exemption Status:** Exempt/Executive\* or Administrator in Educational Establishment

**Reports to:** Director of Schools  
**Date Revised:**

**Dept./School:** Athletics

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**Primary Purpose:**

Direct and manage the overall program of extracurricular and intramural athletics for the district. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with federal and state laws, Tennessee Secondary School Athletic Association (TSSAA) and Tennessee Middle School Athletic Association (TMSAA) rules, and local requirements.

**Qualifications:****Education/Licensure:**

Bachelor's degree  
Valid Tennessee teaching license

**Special Knowledge/Skills:**

Knowledge of overall operations of an athletic program  
Knowledge of federal and state law and TSSAA and TMSAA rules governing athletics  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Excellent public relations, organizational, communication, and interpersonal skills  
Ability to speak effectively before groups of students, parents, and staff

**Experience:**

 years teaching and coaching experience

**Major Responsibilities and Duties:****Program Planning**

1. Direct and manage district's athletic program and facilities.
2. Establish and maintain physical and academic eligibility requirements for participation in each sport and verify each athlete's eligibility.
3. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
4. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.

### **Athletic Events**

5. Manage district athletic operations including directing ticket sales, employing game officials, and ensuring preparation of facilities.
6. Prepare and approve all interscholastic game schedules.
7. Approve or arrange transportation, lodging, and meals for out-of-town athletic events.
8. Oversee the process of cleaning, repairing, and storing of all district athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.
9. Coordinate the use of all athletic facilities by non-school groups.
10. Plan, organize, and oversee all athletic awards programs.

### **Student Management**

11. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
12. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.

### **Policy, Reports, and Law**

13. Implement and comply with federal law, state law, State Board of Education rules, TSSAA and TMSAA rules, and local board policy in area of athletics.
14. Compile, maintain, and file all reports, records, and other documents required.
15. Follow district safety protocols and emergency procedures.

### **Budget and Inventory**

16. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
17. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.

### **Personnel Management**

18. Prepare, review, and revise job descriptions for athletic department.
19. Recruit, select, train, supervise, and evaluate all athletic department personnel and make recommendations relative to assignment, retention, discipline, and dismissal.
20. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

**Community Relations**

- 21. Articulate the district’s mission and goals in the area of athletics to the community and solicit its support in realizing the mission.
- 22. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
- 23. Support athletic booster club activities.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of coaches and support staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and other instructional equipment

**Posture:** Frequent prolonged sitting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; frequent driving

**Lifting:** Occasional light lifting (less than 15 pounds)

**Environment:** Frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Athletics/Head Football Coach      **Exemption Status:** Exempt/Executive\* or Administrator in Educational Establishment

**Reports to:** Director of Schools      **Date Revised:**

**Dept./School:** Athletics

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**Primary Purpose:**

Direct and manage district's athletic program and facilities and instruct and coach students to develop skills and abilities to excel in athletics. Provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with federal and state law, Tennessee Secondary School Athletic Association (TSSAA) and Tennessee Middle School Athletic Association (TMSAA) rules, and local requirements.

**Qualifications:****Education/Licensure:**

Bachelor's degree  
Valid Tennessee teaching license  
Current first aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certificate  
*Clear and valid Tennessee commercial driver's license with Passenger (P) and School Bus (S) endorsements (optional)*

**Special Knowledge/Skills:**

Knowledge of overall operations of an athletic program  
Knowledge of coaching techniques and procedures  
Knowledge of federal, state, and TSSAA and TMSAA rules governing athletics  
Ability to instruct and supervise student athletes  
*Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical (include if bus driving duties are required)*  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Excellent public relations, organizational, communication, and interpersonal skills  
Ability to speak effectively before groups of students, parents, and staff

**Experience:**

     years successful teaching and coaching experience

**Major Responsibilities and Duties:****Program Planning and Instruction**

1. Establish performance criteria for competition and manage athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship. Model performance criteria and perform physical movements required for successful student performance of sport.

2. Maintain an active program that promotes good sportsmanship and student development including the time, resources, and materials to support accomplishment of department goals.
3. Establish and maintain physical and academic eligibility requirements for participation in each sport and verify each athlete's eligibility.
4. Use a variety of instructional and coaching techniques to meet the needs and improve the abilities of student athletes in the sport of football.
5. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
6. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletics.
7. Obtain and use evaluative findings (including student achievement data) to gauge athletic program effectiveness and ensure that program renewal is continuous and responsive to student needs.

**Athletic Events**

8. Manage district athletic operations including directing ticket sales, employing game officials, and ensuring preparation of facilities.
9. Prepare and approve all interscholastic game schedules.
10. Arrange transportation, lodging, and meals for out-of-town athletic events. (*Drive bus to transport students to out-of-district competition (optional)*)

**Student Management**

11. Implement district student management policies, communicate expected student behavior related to athletics, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
12. Accompany and supervise student athletes during football games both at-home and on out-of-town trips.
13. Instruct and advise students on National Collegiate Athletic Association (NCAA) regulations with regard to academic requirements for scholarships and recruiting practices.

**Communication**

14. Establish and maintain open lines of communication on vital issues with parents, students, and teachers.

**Administration, Budget and Inventory**

15. Implement and comply with federal law, state law, State Board of Education rule, TSSAA and TMSAA rules, and local board policy in area of athletics.
16. Follow district safety protocols and emergency procedures.
17. Compile, maintain, and file all reports, records, and other documents required.

18. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
19. Oversee the process of cleaning, repairing, and storing of all athletic equipment including maintaining a current inventory of supplies, equipment, and fixed assets and recommending disposal and replacement of equipment.
20. Coordinate the use of all athletic facilities by non-school groups.
21. Plan, organize, and oversee all activities including practices, special events, and tournaments.

**Personnel Management**

22. Prepare, review, and revise job descriptions for athletic department.
23. Recruit, select, train, supervise, and evaluate all athletic department personnel and make recommendations relative to assignment, transfer, retention, discipline, and dismissal.
24. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of athletics.

**Community Relations**

25. Articulate the district's mission and goals in the area of athletics to the community and solicit its support in realizing the mission.
26. Demonstrate awareness of district and community needs, initiate activities to meet those needs, and use appropriate and effective techniques to encourage community and parent involvement.
27. Support athletic booster club activities.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring of coaches and support staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Athletic equipment, standard office equipment including computer and other instructional equipment; automated external defibrillator (AED); frequent driving *may operate school bus*

**Posture:** Sitting; prolonged standing; occasional kneeling, squatting, bending, stooping

**Motion:** Frequent walking; repetitive hand motions, frequent keyboarding and use of mouse; frequent physical movements associated with sport; *moderate grasping/squeezing, wrist flexion/extension and reaching*

**Lifting:** Frequently light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15-44 pounds)

**Environment:** Frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Athletic Trainer	<b>Exemption Status:</b>	Exempt/Professional
<b>Reports to:</b>	Athletic Director	<b>Date Revised:</b>	
<b>Dept./School:</b>	Athletics		

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**Primary Purpose:**

Plan, coordinate, and supervise all components of the athletic training program for student athletes. Work under the direction of the team physician to prevent, recognize, assess, manage, treat, and recondition athletic injuries and illnesses.

**Qualifications:****Education/Licensure:**

Bachelor's degree

Valid Tennessee license

Current adult cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certification

**Special Knowledge/Skills:**

Knowledge of therapeutic modalities and injury prevention

Ability to provide emergency care and rehabilitation for student athletic injuries

Ability to instruct and supervise student athletes and assistants

Strong organizational, communication, and interpersonal skills

**Experience:**

         years experience as an athletic trainer

**Major Responsibilities and Duties:**

1. Plan and implement a comprehensive athletic injury and illness prevention program for student athletes.
2. Provide physical conditioning training to student athletes.
3. Attend practice sessions and athletic contests and prepare athletes using protective techniques and devices as needed.
4. Provide emergency or continued care and refer athletes to physician for definitive diagnosis and treatment.
5. Detect and resolve risks to athletes and determine continued participation in athletic events.
6. Develop and establish specific procedures to be carried out in the event of a medical emergency.
7. Provide health care information and counsel and instruct student athletes on subject matter related to athletic training.

8. Establish and maintain effective communication with students, parents, medical and paramedical personnel, coaches, and other staff.

**Rehabilitation/Reconditioning**

9. Plan and implement a comprehensive rehabilitation and reconditioning program for injuries and illnesses sustained by student athletes.
10. Determine therapeutic goals and objectives for individual athletes, apply therapeutic modalities, and instruct athletes on proper use of exercise equipment.
11. Fit injured athletes with specialized equipment and oversee its use.
12. Evaluate and record rehabilitation progress of athletes. Develop criteria for progression and return to practice and competition.
13. Follow and enforce professional, ethical, and legal parameters regarding use of drugs and therapeutic agents for treatment and rehabilitation of injured athletes.

**Administration**

14. Coordinate scheduling of athletic physical examinations and screening.
15. Select, train, and supervise student assistants.
16. Compile, maintain, and file all reports, records, and other documents including medical, accident, and treatment records as required.
17. Maintain an inventory of training supplies and equipment. Requisition additional supplies as needed.
18. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of student assistants.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Exercise equipment and devices including stationary bike, pulleys, weights, whirlpool, paraffin bath, ultrasound equipment, and cold packs; automated external defibrillator (AED)

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Continual walking; moderate reaching

**Lifting:** Frequently moderate lifting or carrying (15-44 pounds)

**Environment:** Work outside (exposure to sun, heat, cold, and inclement weather) and inside; exposure to noise; exposure to biological hazards, bacteria, and communicable diseases; frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; frequent prolonged and irregular hours

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Accountant **Exemption Status:** Exempt/Administrative  
**Reports to:** Director of Finance/Business Manager **Date Revised:**  
**Dept./School:** Business Services

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### Primary Purpose:

Perform professional accounting work involving compilation, consolidation, analysis and reporting of financial data.

### Qualifications:

#### Education:

Bachelor's degree in accounting

#### Special Knowledge/Skills:

Knowledge of governmental accounting and auditing principles established by the Governmental Accounting System Board (GASB)

Knowledge of computerized accounting systems

Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures

Ability to software to develop complex accounting reports, spreadsheets, and databases

Effective organizational, communication, and interpersonal skills

#### Experience:

     years accounting experience at a high level of responsibility

### Major Responsibilities and Duties:

#### Accounting

1. Classify, record, and summarize numerical and financial data to compile and maintain financial records according to governmental accounting principles and district procedures.
2. Compute and prepare data for journal entry and budget transfers.
3. Prepare income statements, balance sheets, consolidated statements, and other statements and reports.
4. Monitor and reconcile expenditures with budget availability.
5. Set up and maintain account controls, logs, and files.
6. Perform cost accounting activities, bank reconciliation, or accounting for grant expenditures.
7. Review and verify accuracy of journal entries, accounting methods, and procedures.

**Administration**

- 8. Work with administrators, principals, directors, and staff regarding budget and accounting issues.
- 9. Follow district safety protocols and emergency procedures.

**Records and Reports**

- 10. Prepare timely audit schedules and financial statements according to federal, state, and GASB standards.
- 11. Compile, maintain, and file all reports, records, and other documents required, including auditable records and financial statements.

**Other**

Assign work to accounting clerk and other employees engaged in accounting activities.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Accounting Clerk

**Exemption Status:** Nonexempt

**Reports to:** Accountant

**Date Revised:**

**Dept./School:** Business Services

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**Primary Purpose:**

Under general supervision, perform bookkeeping and maintain district financial records.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of bookkeeping principles and practices

Ability to use computer and software to develop spreadsheets and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

**Experience:**

     years experience or college course work in accounting-related subjects

**Major Responsibilities and Duties:**

**Accounting**

1. Maintain complete and systematic records of assigned district financial transactions.
2. Verify and record details of financial transactions in appropriate journals and subsidiary ledgers and transfer subsidiary account summaries to general ledger.
3. Balance general ledger and subsidiary accounts by reconciling entries.
4. Examine general ledger transactions for accuracy; make corrections as needed and inform supervisor of problems.
5. Compute and record cash receipt summaries.
6. Balance bank statements and work with bank officials to resolve discrepancies in account records.
7. Transfer funds between accounts as directed by chief financial officer or business manager.
8. Assist with preparation of financial statements, income statements, and cost reports to reflect financial condition of district and help prepare financial statements and budget amendments for presentation to board.
9. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

- 10. Maintain confidentiality.
- 11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Accounts Payable Clerk **Exemption Status:** Nonexempt  
**Reports to:** Director of Finance/Business Manager **Date Revised:**  
**Dept./School:** Business Services

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### Primary Purpose:

Work under close supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

### Qualifications:

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of basic accounting procedures

Ability to use personal computer and software to develop spreadsheets, databases and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to communicate effectively

**Experience:**

2 year accounting-related experience at clerical level

### Major Responsibilities and Duties:

#### Accounting

1. Receive and process for timely payment all accounts payable invoices, requisitions, purchase orders, receipts, and vendor information. Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.
2. Detect and resolve problems with incorrect orders, invoices, and shipments as needed.

#### Data Entry

3. Input data into accounting system.

#### Records and Reports

4. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.
5. Compile, maintain, and file all reports, records, and other documents as required.
6. Maintain vendor files and set up new accounts and make changes as they occur.

#### Other

7. Receive incoming calls, answer questions, and direct calls to the proper party.



8. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Accounts Payable Lead **Exemption Status:** Nonexempt  
**Reports to:** Director of Finance/Business Manager **Date Revised:**  
**Dept./School:** Business Services

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### Primary Purpose:

Responsible for on-site leadership of accounts payable activities of the district. Monitor compliance with applicable state laws and regulations.

### Qualifications:

#### Education:

High school diploma or GED

#### Special Knowledge/Skills:

Knowledge of accounting principles

Ability to work with numbers in an accurate and rapid manner

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to supervise personnel

Effective communication and interpersonal skills

#### Experience:

       years accounts payable experience at a high level of responsibility

### Major Responsibilities and Duties:

#### Accounting

1. Oversee the daily operation of the accounts payable department.
2. Maintain accurate records of accounts owed and monitor account balances on an ongoing basis.
3. Implement procedures to ensure timely and accurate processing of all accounts payable.
4. Review and authorize payment of invoices. Detect and resolve problems with incorrect orders, invoices, and shipments as needed.
5. Review department payables for accuracy including travel reports and food service orders.

#### Other

6. Assign work to the accounts payable staff and oversee completion
7. Work with administrators, principals, directors, and staff regarding accounts payable issues.
8. Compile, maintain, and file all reports, records, and other documents required, including auditable records.

9. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to accounts payable clerk(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Buyer **Exemption Status:** Nonexempt  
**Reports to:** Director of Purchasing **Date Revised:**  
**Dept./School:** Business Services

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**Primary Purpose:**

Purchase materials and equipment for the district following established district criteria and state purchasing rules for competitive bidding, informal quotations, and negotiations.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of procedures for purchasing and invoicing supplies and equipment

Ability to work with numbers in an accurate and rapid manner

Knowledge of formal bid procedures

Ability to write clear bid specifications, test materials, and evaluations, and analyze vendor bids

Proficient in keyboarding and file maintenance

Ability to deal effectively with vendor representatives

Effective organizational, communication, and interpersonal skills

**Experience:**

     years experience in public sector purchasing

**Major Responsibilities and Duties:****Purchasing**

1. Prepare bid specifications for items to be purchased and prepare bidding documents, including notice and instruction to bidders, specifications, and form of proposal.
2. Analyze bid quotations and make recommendations regarding awarding of contracts.
3. Work with supplier representative to ensure full understanding of bid requirements and to maintain awareness of product changes, price changes, or other information that could materially affect purchasing of items.
4. Work with vendors in regard to supply and equipment availability, invoices, purchase orders, and contracts.
5. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
6. Test supplies and equipment offered by suppliers.

**Clerical**

- 7. Prepare and maintain vendor and bidder lists.
- 8. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer.
- 9. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

- 10. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; prolonged keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Chief Financial Officer **Exemption Status:** Exempt/Executive\*  
or Administrative

**Reports to:** Director of Schools **Date Revised:**

**Dept./School:** Executive Office/Business Services

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**Primary Purpose:**

Responsible for oversight of all financial and business affairs of the district. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as chief financial advisor and budget advisor to the Director of Schools and Board of Education.

**Qualifications:****Education:**

Bachelor's degree in business, accounting, or other related field

**Special Knowledge/Skills:**

Advanced knowledge of school finance, budgeting, accounting systems, and economics

Knowledge of information/data processing systems and financial applications

Ability to resolve conflict, listen, and appropriately respond to concerns

Demonstrated leadership skills

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Excellent communication, public relations, and interpersonal skills

**Experience:**

years administrative or management experience

years experience with supervisory responsibility in the fields of finance or accounting

**Major Responsibilities and Duties:****Financial Management**

1. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting.
2. Develop long-range and short-term objectives for district's business operations and prepare district budget. Monitor budget variances and oversee budget adjustments.
3. Act as financial advisor to the Director of Schools and Board of Education and keep them informed of the financial condition of the district.

4. Maintain the district's investment portfolio. Supervise and coordinate the investment of all available funds to the best interest of the school district and ensure that these funds are adequately protected against loss at all times.
5. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.
6. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.
7. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.
8. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.

**Policies, Reports, and Law**

9. Review and recommend appropriate policies, administrative procedures, and administrative practices for the areas supervised.
10. Implement and comply with federal and state laws, State Board of Education rules, and local board policy in the areas assigned.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission, and preparing and publishing comprehensive annual financial report.
12. Follow district safety protocols and emergency procedures.

**Personnel Management**

13. Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.
14. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

**Other**

15. Attend board meetings and make presentations when appropriate and/or requested.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of the business manager, risk manager, payroll supervisor, and department secretary.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Finance/Business Manager                      **Exemption Status:** Exempt/Executive\*  
or Administrative

**Reports to:** Chief Financial Officer                                      **Date Revised:**

**Dept./School:** Business Services

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### Primary Purpose:

Direct and manage the business operations of the district including accounting, payroll, purchasing, and tax collection.

### Qualifications:

#### Education:

Bachelor's degree in a business-related field or educational administration

#### Special Knowledge/Skills:

Knowledge of budgeting, accounting systems, and payroll processing

Working knowledge of financial applications and accounting

Ability to use software to develop spreadsheets and perform data analysis

Ability to implement policy and procedures

Ability to interpret data

Ability to manage budget and personnel

Strong organizational, communication, public relations, and interpersonal skills

#### Experience:

     years experience in school business management or public organization

### Major Responsibilities and Duties:

#### Fiscal Management

1. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
2. Ensure that accounting systems comply with applicable laws and regulations including the *Tennessee Internal School Uniform Accounting Manual*.
3. Administer the district's budget and ensure that operations are cost-effective and funds are managed wisely. Prepare all budget adjustments, additions, and deletions.
4. Assist the district's independent and internal auditors in conducting periodic audits.
5. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
6. Determine cash available for investment and payment of bills based on daily analysis of cash flow.

7. Oversee monthly bank reconciliations for all accounts. Review reconciliations of vendor and payroll clearing accounts.
8. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
9. Plan and conduct needs assessments for improvement of district business operations. Ensure that business operations support the district's goals and objectives and provide leadership to achieve cost-effective practices throughout the district.
10. Assist with administration of the business office budget and ensure that programs are cost effective and funds are managed prudently.

**Policy, Reports, and Law**

11. Implement and comply with federal and state law, State Board of Education rules, and local board policy in area of business operations.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
13. Follow district safety protocols and emergency procedures.

**Purchasing and Inventory**

14. Maintain accurate and current inventory records of the district's fixed and movable assets and oversee maintenance of a timely replacement cost-asset listing for insurance purposes. Organize and conduct sales to dispose of surplus and salvage equipment.
15. Oversee the preparation of bids and bid specifications. Receive and analyze bid proposals and prepare written recommendations.

**Personnel Management**

16. Prepare, review, and revise business department job descriptions.
17. Develop training options and/or improvement plans to ensure exemplary business operations.
18. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of the risk manager, accounting supervisor, purchasing supervisor, and payroll supervisor.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\* To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



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<b>Job Title:</b>	Payroll Clerk	<b>Exemption Status:</b>	Nonexempt
<b>Reports to:</b>	Payroll Supervisor	<b>Date Revised:</b>	
<b>Dept./School:</b>	Business Services		

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**Primary Purpose:**

Compile and prepare regular district payroll, including related reports and deposits. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of basic payroll accounting procedures  
Ability to maintain accurate and auditable records  
Ability to use software to create spreadsheets, databases, and do word processing  
Proficiency in keyboarding and file maintenance  
Ability to work with numbers in accurate and rapid manner to meet established deadlines  
Effective organizational, communication, and interpersonal skills

**Experience:**

 years payroll accounting experience

**Major Responsibilities and Duties:****Payroll Accounting**

1. Prepare accurate district payroll for distribution to employees following established procedures.
2. Receive and audit time sheets for all district employees. Calculate employee wages, salaries, hours worked, overtime pay, and determine withholdings, deductions, and net pay.
3. Balance payroll earnings and deductions; initiate related transfers of funds and deposits.
4. Maintain district payroll registers, employee payroll information, and other original documentation in an orderly and accurate manner in accordance with state, federal, and district requirements.

**Data Entry**

5. Prepare and post all payroll changes including payroll deductions, salary changes, termination, and new employee information.
6. Records and Reports

- 7. Compile, maintain, and file all reports, records, and other documents as required including maintaining payroll and related files such as payroll records, absent-from-duty reports, and service records.
- 8. Prepare and submit payroll reports and forms including those required by Internal Revenue Service, Tennessee Department of Labor and Workforce Development, Tennessee Consolidated Retirement System, Federal Insurance Contributors' Act (FICA), Medicare, Tennessee New Hire Reporting, and the Bureau of Workers' Compensation.

**Other**

- 9. Work cooperatively with human resource department, principals, department heads, campus and department secretaries, and employees to ensure accuracy of information reported. Resolve payroll problems and inquiries.
- 10. Respond to requests from financial institutions regarding verification of employment.
- 11. Maintain confidentiality of information.
- 12. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions to meet established deadlines; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Payroll Supervisor **Exemption Status:** Exempt/Executive\*

**Reports to:** Director of Finance/Business Manager **Date Revised:**

**Dept./School:** Business Services

**Primary Purpose:**

Direct and manage daily payroll activities of the district. Ensure that payroll is delivered in compliance with applicable state and federal laws and regulations and in a timely manner.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

- Knowledge of local, state, and federal requirements relating to payroll issues and reports
- Knowledge of payroll accounting and auditing principles
- Effective communication and interpersonal skills
- Proficiency skills in keyboarding and file maintenance
- Ability to work with numbers in an accurate and rapid manner
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to supervise personnel

**Experience:**

- years payroll experience at a high level of responsibility
- years payroll supervisory experience

**Major Responsibilities and Duties:****Payroll**

1. Direct and control payroll preparation and production, including regular, special, and supplemental payrolls. Ensure adherence to standards and procedures, and take steps to correct problems, delays, and inaccuracies.
2. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions.
3. Ensure accuracy of payroll data input and calculations, balancing each payroll prior to check disbursement.
4. Control payment of all liabilities generated through payroll, including taxes, Tennessee Consolidated Retirement System (TCRS) deposits, and insurance.
5. Coordinate payroll operations with other accounting and data processing units, confer with other administrative and technical staff regarding changes and new systems, and participate in developing, implementing, and testing procedures.

- 6. Process and resolve direct deposit and other banking interactions.

**Personnel Management**

- 7. Select, train, evaluate, and supervise payroll staff and make recommendations relative to assignment, retention, discipline and dismissal.

**Administration**

- 8. Interface with administrators, principals, directors, and staff regarding payroll-related issues. Assist with the equitable resolution of complaints, concerns, and problems in the area of payroll.
- 9. Work cooperatively with human resources and business services to process hiring, leave, terminations, and other employment-related issues.
- 10. Compile, maintain, and file all reports, records, and other documents required including auditable records.
- 11. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of payroll clerks.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\* To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Purchasing Clerk **Exemption Status:** Nonexempt  
**Reports to:** Director of Purchasing **Date Revised:**  
**Dept./School:** Business Services

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**Primary Purpose:**

Assist in the procurement of material and equipment for the district. Work under close supervision and follows established purchasing procedures to process bids and purchase orders.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of procedures for purchasing and invoicing supplies and equipment

Ability to work with numbers in an accurate and rapid manner

Ability to analyze and organize a complex filing system of bid-related documentation

Proficient keyboarding and file maintenance skills

Ability to use software to develop spreadsheets, databases, and do word processing

Effective organizational, communication, and interpersonal skills

**Experience:**

■ years clerical and accounting experience

**Major Responsibilities and Duties:****Purchasing**

1. Process bids and purchase orders as directed and in accordance with established procedures.
2. Assist staff in preparing purchase orders, verifying available funds and authorizations before purchase, and maintaining accounts.
3. Assist with the preparation of bidding documents, including notice and instruction to bidders, specifications, and proposal forms.
4. Contact vendors to check on supply and equipment availability, invoices, purchase orders, contracts, and other issues as directed.
5. Detect and resolve problems with incorrect orders, invoices, and shipments.

**Clerical**

6. Prepare and maintain vendor database and bidder lists.
7. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer.

8. Compile, maintain, and file all reports, and other documents as required.

**Other**

9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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**Job Title:** Director of Purchasing                                      **Exemption Status:** Exempt/Executive\*  
**Reports to:** Chief Financial Officer                                      **Date Revised:**  
**Dept./School:** Business Services

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### **Primary Purpose:**

Direct and manage the purchasing activities of the district. Ensure compliance with applicable state and federal laws and regulations governing school district purchases of goods and services.

### **Qualifications:**

#### **Education:**

Bachelor's degree in business or accounting

#### **Special Knowledge/Skills:**

Knowledge of competitive bidding statutes and purchasing procedures  
Knowledge of accounting and auditing principles  
Proficiency skills in keyboarding and file maintenance  
Ability to work with numbers in an accurate and rapid manner  
Ability to use software to develop spreadsheets, databases, and do word processing  
Ability to supervise personnel  
Effective organizational, communication, and interpersonal skills

#### **Experience:**

■ years professional-level purchasing agent experience in public sector

### **Major Responsibilities and Duties:**

#### **Purchasing**

1. Oversee purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and in compliance with state purchasing rules.
2. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
3. Evaluate formal bids and make recommendations for the awarding of contracts to chief financial officer for school board approval.
4. Obtain and evaluate comparative prices and quotations. Make purchasing decisions based on information obtained.
5. Develop vendor and bidder lists and approve additions.
6. Approve purchase orders and monitor all purchase requisitions to ensure accuracy of information, calculations, and coding.

- 7. Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and receipt of proper credit.

**Personnel Management**

- 8. Select, train, evaluate, and supervise purchasing staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Administration**

- 9. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
- 10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
- 11. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of purchasing staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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**Records and Reports**

- 6. Prepare periodic budget report for Board of Education.
- 7. Record, store, and analyze information using accounting software.
- 8. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable records and financial statements.

**Other**

- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Assistant Principal

**Exemption Status:** Exempt/Administrator  
in an Educational Establishment

**Reports to:** Principal

**Date Revised:**

**Dept./School:** Assigned Campus and Level

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**Primary Purpose:**

Direct and manage assigned areas of instructional program and campus operations. Oversee assigned student activities and services.

**Qualifications:**


**Education/Licensure:**

Bachelor's degree  
Master's degree (preferred)  
Instructional Leadership License (preferred)

**Special Knowledge/Skills:**

Knowledge of campus operations  
Working knowledge of curriculum and instruction  
Ability to evaluate instructional program and teaching effectiveness  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Excellent organizational, communication, and interpersonal skills

**Experience:**

 years experience as a classroom teacher

**Major Responsibilities and Duties:**

**Instructional Management**

1. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate. Participate in program evaluation measures and make suggestions for improvement where needed.
2. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.
3. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.



**School/Organizational Improvement**

4. Take a leadership role in planning activities and implementing programs to ensure attainment of the school's mission.
5. Participate in development of campus improvement plans with staff, parents, and community members.
6. Help principal develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.

**Student Management**

7. May act as campus behavioral coordinator in accordance with state laws and regulations.
8. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
9. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
10. Conduct conferences about student and school issues with parents, students, and teachers.
11. Ensure that students are adequately supervised during noninstructional periods.

**Administration and Fiscal/Facilities Management**

12. Oversee campus operations in principal's absence.
13. Take a leadership role in planning and scheduling of daily school activities including the development of class schedules, teacher assignments, and extracurricular activity schedules.
14. Oversee reporting and monitoring of student attendance and work with staff to identify and address issues.
15. Work with department heads and faculty to compile annual budget requests based on documented program needs.
16. Requisition supplies, textbooks, and equipment and monitor and maintain inventory in accordance with district procedures.
17. Coordinate operational support services such as transportation, custodial, and cafeteria to best meet campus needs.
18. Comply with board policies, state and federal laws, and State Board of Education rules and regulations affecting schools.

**Personnel Management**

19. Observe employee performance, record observations, and conduct evaluation conferences.
20. Assist principal in interviewing, selecting, and orienting new staff.

**School/Community Relations**

- 21. Articulate the school’s mission to community and solicit its support in realizing the mission.
- 22. Demonstrate awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

**Other**

- 23. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Principal **Exemption Status:** Exempt/Executive  
or Administrator in an Educational Establishment

**Reports to:** Director of Schools **Date Revised:**

**Dept./School:** Assigned Campus and Level

---

**Primary Purpose:**

Direct and manage overall campus operations. Responsible for leadership of the campus instructional program ensuring high standards of instruction and student achievement, compliance with district policies, application of instructional programs, and effective operation of all campus activities.

**Qualifications:****Education/Licensure:**

Bachelor's degree  
Master's degree (preferred)  
Instructional Leadership License

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction  
Ability to evaluate instructional program and teaching effectiveness  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Excellent organizational, communication, public relations, and interpersonal skills

**Experience:**

years experience as a classroom teacher  
 years experience in instructional leadership roles

**Major Responsibilities and Duties:****Instructional Management**

1. Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
2. Provide instructional resources and materials needed to accomplish instructional goals.
3. Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
4. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
5. Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

**School or Organization Improvement**

6. Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of school's mission.
7. Establish campus performance objectives and demonstrate campus progress using results to promote school improvement.
8. Provide opportunities for interactive communication with Director of Schools, staff, students, parents, and community.

**Student Management**

9. Act as campus behavioral coordinator in accordance with state laws and regulations.
10. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
11. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
12. Conduct conferences about student and school issues with parents, students, and teachers.

**Management of Fiscal, Administrative, and Facilities Functions**

13. Comply with board policies, state and federal laws, and State Board of Education rules and regulations affecting schools.
14. Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
15. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
16. Manage use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.

**Personnel Management**

17. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
18. Observe employee performance, record observations, and conduct evaluation conferences with staff.
19. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
20. Work with campus-level planning and decision-making committees to plan professional development activities.

**School or Community Relations**

21. Articulate the school's mission to the community and solicit its support in realizing the mission.

22. Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

**Other**

23. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of staff assigned to campus including assistant principal(s), teachers, counselor(s), librarian(s), instructional aides, clerical support staff, and custodians.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Attendance Clerk

**Exemption Status:** Nonexempt

**Reports to:** Principal

**Date Revised:**

**Dept./School:** Assigned Campus

---

**Primary Purpose:**

Maintain accurate attendance records for the campus. Under close supervision, perform data entry including attendance and grades.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Ability to use software to develop spreadsheets and databases, and do word processing  
Proficient in keyboarding, 10-key numerical data entry, and file maintenance  
Ability to meet established deadlines

**Experience:**

     years data entry experience

**Major Responsibilities and Duties:**

**Records and Reports**

1. Collect and enter attendance and data into established database and verify accuracy according to prescribed procedures.
2. Maintain student records and process requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
3. Assist parents, students, and faculty with questions regarding student attendance.
4. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrator.
5. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.

**Other**

6. Assist in campus office as needed.
7. Maintain confidentiality.

8. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Bookkeeper  
**Exemption Status:** Nonexempt  
**Reports to:** Principal  
**Date Revised:**  
**Dept./School:** High School

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**Primary Purpose:**

Perform general bookkeeping and maintain campus financial records, including campus activity funds.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of bookkeeping principles and practices

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to use software to develop or maintain spreadsheets and do word processing

Ability to maintain accurate and auditable records

Ability to work with numbers in an accurate and rapid manner to meet established deadlines

Effective organizational, communication, and interpersonal skills

**Experience:**

     year bookkeeping experience

**Major Responsibilities and Duties:****Accounting**

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits.
3. Prepare gate boxes for all athletic events and process direct pay requests for officials.
4. Maintain inventory of campus fixed assets, equipment, and supplies.

**Records**

5. Prepare monthly and other periodic campus financial reports.
6. Assist with campus budget preparation.
7. Compile, maintain, and file all reports, records, and other documents as required.



**Other**

- 8. Maintain confidentiality.
- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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**Reception and Phones**

5. Receive incoming calls, take reliable messages, and route to appropriate staff.
6. Assist students, teachers, and parents as needed.
7. Schedule meetings and appointments and maintain calendar for principal.

**Accounting and Inventory**

8. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
9. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
10. Maintain inventory of fixed assets, equipment, and supplies.

**Other**

11. Assist with planning, preparation, and setup of faculty meetings and campus activities.
12. Sort, distribute, or deliver mail and other documents.
13. Maintain confidentiality.
14. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the work of campus secretaries and clerical aides.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Campus Receptionist

**Exemption Status:** Nonexempt

**Reports to:** Principal

**Date Revised:**

**Dept./School:** Assigned Campus

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**Primary Purpose:**

Under close supervision provide reception and clerical assistance for the efficient operation of the campus office.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to understand and follow detailed written and verbal instructions

Ability to operate multi-line phone system

**Experience:**

     year clerical experience in office setting

**Major Responsibilities and Duties:**

**Reception and Phones**

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
3. Assist parents in checking students in and out of school.
4. Prepare and distribute student identification cards, bus passes, and parking stickers.
5. Assist with the receipt and distribution of student materials, including homework requests.
6. Receive, sort, and distribute mail, messages, documents, and other deliveries.

**Other**

7. Provide clerical assistance as needed including assisting with the scheduling of appointments.
8. Compile, maintain, and file all reports, records, and other documents as required.
9. Maintain confidentiality.
10. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Multi-line phone system; standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Registrar **Exemption Status:** Nonexempt  
**Reports to:** Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Responsible for maintaining student academic records at the campus level under minimal supervision. Process student enrollment, transfers, and withdrawals for the campus.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Ability to maintain accurate and auditable records

Ability to use software to develop or maintain spreadsheets and databases and do word processing

Proficient keyboarding and file maintenance skills

Basic math skills

Strong organizational, communication, and interpersonal skills

**Experience:**

years clerical experience

**Major Responsibilities and Duties:****Records, Reports, and Correspondence**

1. Maintain student academic records and process requests for information and transcripts. Process new student records, including requesting transcripts and records from other schools.
2. Coordinate grade reporting process, including verification and correction of grades and preparation and distribution of report cards.
3. Prepare and distribute Tennessee Secondary School Athletic Association (TSSAA) and Tennessee Middle School Athletic Association (TMSAA) eligibility lists.
4. Calculate grade point averages, class rank, and prepare honor rolls.
5. Assist counselors with the enrollment, withdrawals, and transfer of students.
6. Assist campus administration and counselors with the preparation of reports and student data information.
7. Compile, maintain, and file all reports, records and other documents as required.

**Other**

- 8. Coordinate the ordering and distribution of all graduate materials, including caps and gowns and diplomas.
- 9. Maintain confidentiality of information.
- 10. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Agricultural Science Teacher

**Exemption Status:** Exempt/Professional

**Reports to:** Principal

**Date Revised:**

**Dept./School:** Assigned Campus

---

**Primary Purpose:**

Direct and manage the agricultural science program for assigned campus. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

**Qualifications:****Education/Licensure:**

Bachelor's degree  
Valid Tennessee teaching license  
Agricultural Education/Agriscience Endorsement  
Demonstrated competency in agricultural science

**Special Knowledge/Skills:**

Knowledge of agricultural science and technology  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Ability to supervise agricultural field experiences  
Ability to manage budget and personnel  
Strong organizational, communication, and interpersonal skills

**Experience:**

Student teaching, approved internship, or related work experience

**Major Responsibilities and Duties:****Instructional Strategies**

1. Oversee and assist students in selecting and managing projects.
2. Serve as advisor to local Future Farmers of American (FFA) chapter, including planning and conducting leadership, citizenship, cooperative, career development, and competitive activities for students at local, regional, and state level.
3. Assist with planning and delivery of adult education and community programs relating to agricultural science and technology.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Conduct assessment of student learning styles and use results to plan instructional activities.

6. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
7. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the State Board of Education, board policies, and administrative procedures.
8. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
9. Plan and supervise assignments of teacher aide(s) and volunteer(s).
10. Use technology to strengthen the teaching/learning process.

**Student Growth and Development**

11. Conduct ongoing assessment of student achievement through formal and informal testing.
12. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
13. Be a positive role model for students and support mission of school district.

**Classroom Management and Organization**

14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
15. Manage student behavior in accordance with Student Code of Conduct and student handbook.
16. Accompany and supervise students at all off-campus activities including contests, workshops, and field trips associated with the agricultural science program and FFA.
17. Oversee maintenance of program related facilities and equipment.
18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
19. Assist in selection of books, equipment, and other instructional materials.

**Communication**

20. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Budget and Inventory**

21. Develop and administer budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
22. Coordinate fundraising activities and manage funds.

- 23. Maintain current inventory of all fixed assets related to the program.
- 24. Compile, maintain, and file all reports, records, and other documents required.

**Professional Growth and Development**

- 25. Participate in staff development activities to improve job-related skills.
- 26. Attend and participate in faculty meetings and serve on staff committees as required.
- 27. Comply with state, district, and school regulations and policies for classroom teachers.

**Other**

- 28. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise assigned teacher aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer, standard instructional equipment; agricultural equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking; repetitive hand motions; frequent keyboarding and use of mouse; overhead reaching

**Lifting:** Frequent heavy lifting (45 pounds and over); may lift and move agriculture equipment and animals

**Environment:** Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; exposure to biological hazards; work around machinery with moving parts; work around moving objects or vehicles; work on uneven or slippery surfaces; work around animals; may work alone; frequent districtwide and statewide travel

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Band Director **Exemption Status:** Exempt/ Professional  
**Reports to:** Principal **Date Revised:**  
**Dept./School:** High School

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### Primary Purpose:

Direct and manage the instrumental music and band program at assigned campus. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and provide an opportunity to participate in extracurricular band. Enable students to develop competencies and skills to function successfully in society.

### Qualifications:

#### Education/Licensure:

Bachelor's degree  
Valid Tennessee teaching license  
Demonstrated competency in instrumental music  
Current first aid, cardio pulmonary resuscitation (CPR), and automatic external defibrillator (AED) certificate

#### Special Knowledge/Skills:

Knowledge of overall operation of instrumental music program  
Knowledge of curriculum and instruction  
Knowledge of state laws and rules and regulations governing band  
Ability to manage budget and personnel  
Ability to instruct students and manage their behavior  
Ability to interpret data  
Strong communication, public relations, and interpersonal skills

#### Experience:

Student teaching or approved internship and band directing experience

### Major Responsibilities and Duties:

#### Instructional Strategies

1. Direct instrumental performers, including marching band, orchestra, concert band, soloists, and ensembles.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, and parades.

4. Support band booster club activities.
5. Develop and implement plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
6. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the State Board of Education, board policies, and administrative procedures.
7. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
8. Work with other member of the staff to determine instructional goals, objectives, and methods according to district requirements.
9. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.

**Student Growth and Development**

10. Conduct ongoing assessments of student achievement through formal and informal testing.
11. Be a positive role model for students and support mission of the school district.

**Classroom Management and Organization**

12. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
14. Accompany and supervise students on out-of-town trips activities and arrange transportation, lodging, and meals for out-of-town events.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

**Communication**

16. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Budget and Inventory**

17. Develop and administer budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
18. Coordinate fundraising activities and manage funds.
19. Maintain current inventory of all fixed assets related to the program.

- 20. Oversee cleaning, repairing, and storing of all instruments and equipment.
- 21. Compile, maintain, and file all reports, records, and other documents required.

**Professional Growth and Development**

- 22. Participate in staff development activities to improve job-related skills.
- 23. Attend and participate in faculty meetings and serve on staff committees as required.
- 24. Comply with federal and state laws, State Board of Education rules and regulations and board policy in the band area.

**Personnel Management**

- 25. Assist with recruitment, selection, training, supervision, and evaluation of assistant band directors.

**Other**

- 26. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the performance of assistant band director.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment; automated external defibrillator (AED)

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking/marching

**Lifting:** Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments

**Environment:** Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Career and Technical Education Teacher      **Exemption Status:** Exempt/Professional  
**Reports to:** Principal      **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

**Qualifications:****Education/Licensure:**

Associate's degree or high school diploma/GED and equivalent wage-earning experience as required by certification  
Bachelor's degree (preferred)  
Valid Tennessee Occupational Education License  
Demonstrated competency in the career and technical education subject area assigned

**Special Knowledge/Skills:**

Knowledge of career and technical education subject assigned  
General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Ability to oversee student field experiences in career area assigned  
Strong organizational, communication, and interpersonal skills

**Experience:**

Student teaching, approved internship, or two to five years of wage-earning experience in the area of certification

**Major Responsibilities and Duties:****Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the State Board of Education, board policies, and administrative procedures.
3. Conduct assessment of student learning styles and use results to plan instructional activities.

4. Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

**Student Growth and Development**

7. Conduct ongoing assessment of student achievement through formal and informal testing.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
9. Present a positive role model for students; support mission of school district.

**Classroom Management and Organization**

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

**Communication**

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Professional Growth and Development**

16. Participate in staff development activities to improve job-related skills.
17. Comply with state, district, and school regulations and policies for classroom teachers.
18. Attend and participate in faculty meetings and serve on staff committees as required.

**Other**

19. Comply with federal, state, and local regulations related to the occupational area assigned.
20. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

**Environment:** Work inside, may work inside and outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Work-Based Learning Coordinator

**Exemption Status:** Exempt/Professional

**Reports to:** Principal

**Date Revised:**

**Dept./School:** Assigned Campus

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**Primary Purpose:**

Provide students with appropriate learning activities and experiences in the work-based learning subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Direct and manage student work-based learning programs in assigned area. Enable students to develop competencies and skills to function successfully in society.

**Qualifications:**

**Education/Certification:**

Associate's degree or high school diploma/GED and equivalent wage-earning experience as required by certification

Bachelor's degree (preferred)

Valid Tennessee teaching license

Work-Based Learning certificate

**Special Knowledge/Skills:**

Knowledge of Work-Based Training requirements and applicable child labor laws

General knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Ability to monitor and oversee student field experiences in career area assigned

Strong organizational, communication, and interpersonal skills

**Experience:**

Student teaching, approved internship, or two to five years of wage-earning experience in area of certification

**Major Responsibilities and Duties:**

**Program Responsibilities**

1. Oversee work-based learning opportunities that provide on-the-job training opportunities for students.
2. Comply with federal, state, and local regulations related to the occupational area assigned.

**Instructional Strategies**

3. Develop and implement any necessary lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.

4. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the State Board of Education, board policies, and administrative procedures.
5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
8. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

**Student Growth and Development**

9. Conduct ongoing assessment of student achievement through formal and informal testing.
10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
11. Present a positive role model for students and support mission of school district.

**Classroom Management and Organization**

12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student behavior in accordance with Student Code of Conduct and student handbook.
14. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Assist in selecting books, equipment, and other instructional materials.
16. Compile, maintain, and file all reports, records, and other documents required.

**Communication**

17. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Professional Growth and Development**

18. Participate in staff development activities to improve job-related skills.
19. Comply with state, district, and school regulations and policies for classroom teachers.
20. Attend and participate in faculty meetings and serve on staff committees as required.

**Other**

21. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment; equipment required to demonstrate and perform tasks related to assigned career and technical education subject area

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular moderate lifting and carrying (15 to 44 pounds); may lift and move text books, classroom equipment, and other tools and equipment in the classroom

**Environment:** May work inside and outside; on slippery or uneven walking surfaces; around machinery with moving parts; may be exposed to chemical hazards or biohazards; regular exposure to noise; frequent district-wide travel

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Special Education Teacher	<b>Exemption Status:</b>	Exempt/Professional
<b>Reports to:</b>	Principal	<b>Date Revised:</b>	
<b>Dept./School:</b>	Assigned Campus		

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### Primary Purpose:

Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Develop or modify curricula and prepare lessons and other instructional materials to match student ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

### Qualifications:

#### Education/Licensure:

Bachelor's degree  
Valid Tennessee teaching license  
Applicable Special Education endorsement

#### Special Knowledge/Skills:

Knowledge of special needs of students in assigned area  
Knowledge of Individual Education Plan (IEP) goal setting process and implementation  
Knowledge of how to adapt curriculum and instruction for special needs  
Effective communication skills

#### Experience:

Student teaching, approved internship, or related work experience

### Major Responsibilities and Duties:

#### Instructional Strategies

1. Collaborate with students, parents, and other members of staff to develop IEP for each student assigned.
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
3. Conduct assessment of student learning styles. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Present subject matter effectively and according to guidelines established by IEP. Employ a variety of instructional techniques and media including technology to meet the needs and capabilities of each student assigned.
5. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments.
6. Participate in IEP meetings on a regular basis.

7. Participate in selection of books, equipment, and other instructional media.

**Student Growth and Development**

8. Conduct ongoing assessments of student achievement through formal and informal testing.
9. Provide or supervise personal care, medical care, and feeding of students as stated in IEP.
10. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by campus principal.
11. Consult district and outside resource people regarding education, social, medical, and personal needs of students.

**Classroom Management and Organization**

12. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.
14. Consult with classroom teachers regarding management of student behavior according to IEP.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Plan and assign the work of teacher aide(s) and volunteer(s) and oversee completion.

**Other**

17. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
18. Maintain professional relationships with parents, students, and colleagues.
19. Participate in staff development activities to improve job-related skills.
20. Keep informed of and comply with federal, state, district, and school regulations and board policies for special education teachers.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Follow district safety protocols and emergency procedures.



**Supervisory Responsibilities:**

Direct the work of instructional aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer, and other instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** May require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours

**Environment:** Exposure to biological hazards

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Teacher **Exemption Status:** Exempt/Professional  
**Reports to:** Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

**Qualifications:****Education:**

Bachelor's degree  
Valid Tennessee teaching license  
Applicable endorsement for subject area if required  
Demonstrated competency in the core academic subject area assigned

**Special Knowledge/Skills:**

Knowledge of core academic subject assigned  
Knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

**Experience:**

Student teaching, approved internship, or related work experience

**Major Responsibilities and Duties:****Instructional Strategies**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by the State Board of Education, board policies, and administrative procedures.
3. Conduct assessment of student learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

**Student Growth and Development**

7. Conduct ongoing assessment of student achievement through formal and informal testing.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
9. Be a positive role model for students; support mission of school district.

**Classroom Management and Organization**

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

**Communication**

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

**Professional Growth and Development**

16. Participate in staff development activities to improve job-related skills.
17. Comply with state, district, and school regulations and policies for classroom teachers.
18. Attend and participate in faculty meetings and serve on staff committees as required.

**Other**

19. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of assigned instructional aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment; [*P.E. teachers: automated external defibrillator (AED)*]

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

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<b>Job Title:</b>	Classroom Instructional Aide	<b>Exemption Status:</b>	Nonexempt
<b>Reports to:</b>	Principal and Teacher(s) Assigned	<b>Date Revised:</b>	
<b>Dept./School:</b>	Assigned Campus		

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### Primary Purpose:

Provide instructional assistance to students under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities.

### Qualifications:

#### Education:

High school diploma or hold a General Educational Development (GED) certificate

*[Applies to aides who are not providing instructional support in Title I, Part A programs]*

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

*[Applies to aides who are providing instructional support in Title I, Part A programs]*


#### Special Knowledge/Skills:

Ability to assist in instructing reading, writing, and mathematics

Ability to work well with children

Ability to communicate effectively

#### Experience:

 years experience working with children

### Major Responsibilities and Duties:

#### Instructional Support

1. Provide instruction to students under the direction of teacher; work with individual students or small groups.
2. Assist teacher in preparing instructional materials and classroom displays.
3. Assist with administration and scoring of objective testing instruments or work assignments.
4. Help maintain neat and orderly classroom.
5. Help with inventory, care, and maintenance of equipment.
6. Help teacher keep administrative records and prepare required reports.
7. Provide orientation and assistance to substitute teachers.

**Student Management**

- 8. Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
- 9. Make teacher aware of special needs or problems of individual students.

**Other**

- 10. Participate in staff development training programs to improve job performance.
- 11. Participate in faculty meeting and special events as assigned.
- 12. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Computer Lab Aide	<b>Exemption Status:</b>	Nonexempt
<b>Reports to:</b>	Principal	<b>Date Revised:</b>	
<b>Dept./School:</b>	Assigned Campus		

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**Primary Purpose:**

Work under general supervision to assist students and teachers in use of computers and educational software in campus computer lab.


**Qualifications:****Education:**

High school diploma or hold a General Educational Development (GED) certificate  
*[Applies to aides who are not providing instructional support in Title I, Part A programs]*  
Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)  
*[Applies to aides who are providing instructional support in Title I, Part A programs]*

**Special Knowledge/Skills:**

Knowledge of basic computer operations and skills  
Ability to operate personal computer and educational software  
Ability to work with students and teachers effectively  
Effective organizational, communication, and interpersonal skills

**Experience:**

 years experience working with children

**Major Responsibilities and Duties:****Instructional Support**

1. Assist teachers and students in use of computers, printers, and instructional software.
2. Work cooperatively with teachers to identify student placement in instructional software.
3. Input data and maintain files on student progress and use of instructional programs.
4. Maintain computer lab in a neat and orderly manner including bulletin boards and displays.

**Technical Support**

5. Perform computer backups on a regular basis.
6. Install a variety of computer programs following complex written instructions.
7. Identify problems, troubleshoot and resolve routine problems, and arrange for maintenance and repair of computer equipment when needed.

**Student Management**

- 8. Manage student behavior in the computer lab.
- 9. Help supervise students during arrival and dismissal from school.

**Other**

- 10. Assist with office and workroom clerical duties as needed.
- 11. Maintain confidentiality.
- 12. Participate in staff development, faculty meetings, and special events as needed.
- 13. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; may occasionally work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** In-School Suspension Aide **Exemption Status:** Nonexempt  
**Reports to:** Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Supervise students assigned to in-school suspension (ISS) for disciplinary reasons. Maintain a highly structured and orderly environment. Work under the general supervision of the principal and immediate direction of a certified teacher on a daily basis.

**Qualifications:****Education:**

High school diploma or hold a General Educational Development (GED) certificate  
*[Applies to aides who are not providing instructional support in Title I, Part A programs]*  
Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)  
*[Applies to aides who are providing instructional support in Title I, Part A programs]*

**Special Knowledge/Skills:**

Ability to work well with children  
Ability to follow verbal and written instructions  
Ability to use personal computer

**Experience:**

Three years experience as classroom aide or 30 semester hours of college credit with emphasis on child growth and development

**Major Responsibilities and Duties:****Instructional Support**

1. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.
2. Work with individual students to complete assignments given by classroom teacher.
3. Consult classroom teachers regarding student assignments.
4. Distribute, collect, and check student assignments for accuracy.
5. Maintain individual files of completed student assignments and return to classroom teachers.

**Student Management**

6. Manage student behavior and administer discipline according to board policies, administrative procedures, and Individual Education Plans (IEP).
7. Record student attendance and discipline referrals according to established procedures.

8. Supervise students assigned to ISS during lunch and bathroom breaks.

**Other**

9. Maintain confidentiality.

10. Participate in staff development training programs, faculty meetings, and special events when required.

11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15)

**Environment:** Work inside; may work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Library Aide **Exemption Status:** Nonexempt  
**Reports to:** Principal/Librarian **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Assist librarian in the administration of the campus library. Perform routine clerical duties under direct supervision.

**Qualifications:****Education:**

High school diploma or hold a General Educational Development (GED) certificate  
*[Applies to aides who are not providing instructional support in Title I, Part A programs]*  
Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)  
*[Applies to aides who are providing instructional support in Title I, Part A programs]*

**Special Knowledge/Skills:**

Proficient keyboarding and file maintenance skills  
Ability to shelve books following district cataloging system  
Ability to work well with children  
Effective, organizational, communication, and interpersonal skills

**Experience:**

years experience working with children  
 years clerical experience

**Major Responsibilities and Duties:****Library Program Support**

1. Provide individual instruction and assistance to individual students or small groups in using library media center resources including computers and other equipment.
2. Check books in and out. Collect and record fines.
3. Ready materials for classroom or reserve collection use as requested by teachers.
4. Request and schedule use of materials from outside sources including regional education service center.
5. Prepare bulletin boards and displays and assist the librarian in preparing instructional materials.
6. May read to small groups of students and listen to individual students read aloud.

**Accounting and Inventory**

7. Maintain library catalog.

8. Assist in the annual inventory and weeding of library media center materials.
9. Receive and process new books, materials, and equipment and reconcile with packing slips and invoices. Shelf returned books, materials, and equipment.
10. Perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery) as directed.

**Clerical Support**

11. Compile, maintain, and file all reports, records, and other documents as required.
12. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures.

**Student Management**

13. Supervise and monitor students as assigned and assist librarian and teachers to maintain appropriate student behavior and an orderly atmosphere.

**Other**

14. Maintain library operation in absence of the librarian.
15. Assist in directing the work of parent volunteers and student aides.
16. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard library equipment including imaging equipment; standard instructional equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Special Education Aide **Exemption Status:** Nonexempt  
**Reports to:** Principal and Teacher(s) **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Help meet physical and instructional needs of students with disabilities in a self-contained classroom. Assist in implementation of classroom programs, including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

**Qualifications:****Education:**

High school diploma or hold a General Educational Development (GED) certificate  
*[Applies to aides who are not providing instructional support in Title I, Part A programs]*  
Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)  
*[Applies to aides who are providing instructional support in Title I, Part A programs]*

**Special Knowledge/Skills:**

Ability to work with children with disabilities  
Ability to follow verbal and written instructions  
Ability to communicate effectively  
Knowledge of general office equipment

**Experience:**

     years experience working with children

**Major Responsibilities and Duties:****Instructional Support**

1. Help teacher prepare instructional materials and classroom displays.
2. Help maintain a neat and orderly classroom.
3. Help with inventory, care, and maintenance of equipment.
4. Help teacher keep administrative records and prepare required reports.
5. Provide orientation and assistance to substitute teachers.

**Student Management**

- 6. Assist students with physical disabilities according to their needs including transferring to and from wheelchairs; lifting; positioning; or assisting students with personal care such as feeding, bathroom needs, and personal hygiene.
- 7. Keep teacher informed of special needs or problems of individual students.
- 8. Help manage behavior of students. This includes intervening in crisis situations and restraining disruptive or dangerous students as needed.
- 9. Recognize differences in each student’s special medical, physical, communicative, and emotional needs and adapt methods and interaction accordingly.
- 10. Work with individual students or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
- 11. Help supervise students throughout the school day, inside and outside the classroom. This includes lunchroom, bus, and playground duty.

**Other**

- 12. Maintain confidentiality.
- 13. Participate in staff development training programs, faculty meetings, and special events as assigned.
- 14. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard instructional equipment; other specialized and adaptive equipment used by students

**Posture:** Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking and reaching

**Lifting:** Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Special Needs Aide **Exemption Status:** Nonexempt  
**Reports to:** Principal and Teacher(s) Assigned **Date Revised:**  
**Dept./School:**

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**Primary Purpose:**

Help meet physical and instructional needs of individual students with disabilities inside and outside classroom. Assist with the implementation of Individual Education Plans (IEP), including self-help, behavior management, and instruction programs. Work under general supervision of principal and immediate direction of certified teacher.

**Qualifications:****Education:**

High school diploma or hold a General Educational Development (GED) certificate  
*[Applies to aides who are not providing instructional support in Title I, Part A programs]*  
Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)  
*[Applies to aides who are providing instructional support in Title I, Part A programs]*

**Special Knowledge/Skills:**

Ability to work with children with disabilities  
Ability to follow verbal and written instructions  
Ability to communicate effectively

**Experience:**

Two years experience working with children

**Major Responsibilities and Duties:****Student Management**

1. Help meet the individual needs of student(s) including transferring to and from wheelchairs; lifting and positioning; interpreting instructions; and assisting with physical needs and personal care such as feeding, bathroom needs, and personal hygiene.
2. Help manage the behavior of assigned student(s). This includes intervening in crisis situations and restraining disruptive or dangerous student as needed.
3. Recognize differences in student's special medical, physical, communicative, and emotional needs and adapt methods and interaction according.
4. Work with assigned student(s) or small groups to develop motor skills and conduct instructional exercises assigned by teacher.
5. Assist assigned students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.

- 6. Keep teacher informed of special needs or problems of assigned student(s).

**Other**

- 7. Maintain confidentiality.
- 8. Participate in professional development programs, faculty meetings, and special events as assigned.
- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment; other specialized and adaptive equipment used by students

**Posture:** Frequent standing; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking and reaching

**Lifting:** Frequent light lifting and carrying (less than 15 pounds); Occasional heavy lifting (45 pounds or over) and positioning or students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive and other classroom equipment

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise; exposure to biological hazards (bacteria, communicable diseases)

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Secretary to Director/Department Head      **Exemption Status:** Nonexempt  
**Reports to:** Department Director Assigned      **Date Revised:**  
**Dept./School:** Central Administration Office

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**Primary Purpose:**

Under moderate supervision organize and manage the routine work activities of a central administrative department office and provide clerical support to a director or department head and other staff members.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, data entry, word processing, and file maintenance  
Ability to use software to develop spreadsheets and databases and do word processing  
Ability to prioritize workflow to address the multiple needs of the supervisor or the department  
Ability to multi-task numerous complex administrative activities  
Basic math skills  
Effective communication and interpersonal skills

**Experience:**

     years secretarial experience

**Major Responsibilities and Duties:****Records, Reports, and Correspondence**

1. Prepare correspondence, forms, reports, manuals, and presentations for the department head and other department staff members.
2. Compile, maintain, and file all reports, records, and other documents as required.

**Accounting**

3. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
4. Order and maintain inventory of office supplies and program equipment.
5. Monitor and process personnel time records including leave requests and reports and submit in accordance with district procedures.

**Other**

- 6. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- 7. Maintain a schedule of appointments and make travel arrangements for department staff.
- 8. Make meeting arrangements for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- 9. Receive, sort, and distribute mail and other documents to department staff.
- 10. Maintain confidentiality of information.
- 11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Received by \_\_\_\_\_ Date \_\_\_\_\_



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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Secretary to Executive/Chief  
**Exemption Status:** Nonexempt  
**Reports to:** Executive/Chief  
**Date Revised:**  
**Dept./School:** Executive Office

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**Primary Purpose:**

Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

**Qualifications:****Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of school district organization, operations, and administrative policies

Ability to read and comprehend instructions, correspondence, and memos

Ability to make independent decisions regarding planning, organizing, and scheduling

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to multi-task numerous complex administrative activities

**Experience:**

**1** years or more advanced secretarial experience with extensive contact with people

**Major Responsibilities and Duties:****Clerical Support**

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.
2. Schedule appointments and maintain the administrator's calendar.
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
4. Make travel arrangements including making hotel reservations and turning in conference registration forms.

**Reception and Phones**

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrator) or other administrators.

**Policy, Reports, and Correspondence**

- 6. Compile pertinent data used to prepare various required state and local reports.
- 7. Prepare purchase orders and payment authorizations as directed.
- 8. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

- 9. Comply with federal and state laws, State Board of Education rules and regulations, and local board policy.
- 10. Maintain confidentiality.
- 11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Receptionist

**Exemption Status:** Nonexempt

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Executive Office

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### Primary Purpose:

Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the central administration office.

### Qualifications:

#### Education:

High school diploma or GED

#### Special Knowledge/Skills:

Ability to operate multi-line phone system

Effective public relations, organization, communication, and interpersonal skills

Ability to speak, read, and understand English

Ability to read and comprehend instructions

Ability to effectively present information in one-on-one situations

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

#### Experience:

     years clerical experience in an office setting

### Major Responsibilities and Duties:

#### Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet visitors (e.g. public, parents, students, substitutes, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
3. Maintain visitor log and issue visitor passes.
4. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
5. Receive deliveries and disseminate materials and information to the appropriate parties.

#### Other

6. Provide clerical assistance as needed.

- 7. Compile, maintain, and file all reports, records, and other documents as required.
- 8. Maintain confidentiality.
- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and multi-line phone system

**Posture:** Continuous sitting

**Motion:** Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Reception desk in the administrative/central office

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Secretary to Director of Schools

**Exemption Status:** Nonexempt

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Executive Office

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**Primary Purpose:**

Work under minimum supervision to ensure the efficient operation of the Director of Schools' office and provide clerical services to the Director of Schools and Board of Education. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public. Responsible for on-site leadership of clerical employees assigned.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of school district organization, operations, and administrative policies

Ability to read and comprehend instructions, short correspondence, and memos

Ability to make independent decisions regarding planning, organizing, and scheduling

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to multi-task numerous complex administrative activities

**Experience:**

 years or more advanced secretarial experience with extensive contact with people

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Organize, prepare, and post official board agenda and records for board meetings and distribute to board members and others as required.
2. Record minutes of executive staff and board meetings as required.
3. Prepare all correspondence, memoranda, and reports for Director of Schools.
4. Comply with federal and state laws, State Board of Education rules and regulations, and local board policy.

**Reception and Phones**

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public, board members, and staff and refer appropriate inquiries or problems to Director of Schools or other administrators.

6. Schedule appointments and maintain Director of Schools' calendar.

**Other**

- 7. Assign work to executive office clerical staff and oversee completion.
- 8. Assist with travel arrangements for board members and administrators as needed, including making hotel reservations and turning in conference registration forms.
- 9. Compile, maintain, and file all reports, records, and other documents as required.
- 10. Maintain confidentiality.
- 11. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to assigned clerical staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Cafeteria Manager **Exemption Status:** Nonexempt  
**Reports to:** Child Nutrition Program Director **Date Revised:**  
**Dept./School:** Child Nutrition

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### Primary Purpose:

Responsible for on-site leadership of campus school nutrition operations. Ensure that appropriate quantities of food are prepared and served. Meet time constraints set by menu requirements established by Central Office administration. Ensure all operations follow safe food handling standards.

### Qualifications:

#### Education:

High school diploma or GED  
Registered Dietitian (preferred)

#### Special Knowledge/Skills:

Knowledge of methods, materials, equipment, and appliances used in food preparation  
Knowledge of food handler safety  
Ability to manage personnel  
Effective organizational, communication, and interpersonal skills

#### Experience:

     years experience in institutional food service operations

### Major Responsibilities and Duties:

#### Cafeteria Management and Food Preparation

1. Develop work schedules, assign work to campus school nutrition workers, and oversee completion of duties.
2. Maintain all serving schedules and serve all food items according to menu specifications defined by board policies and administrative procedures.
3. Work cooperatively with campus principal to accommodate temporary schedule changes, special serving requirements and to resolve personnel problems.

#### Safety and Sanitation

4. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.
5. Conduct food handler safety training at the campus level and enforce standards of cleanliness, health, and safety.

6. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
8. Follow established procedures for locking, checking, and safeguarding facilities.

**Inventory and Equipment**

9. Ensure that appropriate quantities of food and supplies are available through daily orders and periodic inventories.
10. Maintain a clean and organized storage area. Keep garbage collection containers and areas neat and sanitary.
11. Maintain logs on all equipment maintenance required within campus child nutrition department. Perform preventive maintenance and report needed equipment repairs. Recommend replacement of existing equipment to meet department needs.
12. Conduct regular physical equipment and supplies inventory.

**Policy, Reports, and Law**

13. Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.
14. Review and submit accurate time and attendance records for payroll reporting purposes.
15. Complete annual continuing education requirements.
16. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to campus child nutrition workers.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

**Motion:** Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Child Nutrition Program Director

**Exemption Status:** Exempt/Executive\*  
or Administrative

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Child Nutrition

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### Primary Purpose:

Direct and manage the child nutrition operation of the district. Plan and implement programs that meet regulatory and nutritional requirements for students, promote development of sound nutritional practices, and maintain a safe and sanitary environment.

### Qualifications:

#### Education:

Bachelor's degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, food service management, nutrition education, culinary arts, business, or a related field\*\*

Eight hours of food safety training (*completed not more than five years prior to employee's start date or within 30 days of employee's start date*)

Clear and valid Tennessee driver's license

#### Special Knowledge/Skills:

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment

Ability to conduct on-site inspections of child nutrition facilities districtwide

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Strong organization, communication, and interpersonal skills

#### Experience:

     years experience in child nutrition management\*\*

### Major Responsibilities and Duties:

#### Child Nutrition Operations

1. Direct and manage district's child nutrition programs.
2. Develop menus that meet established nutritional requirements for students.
3. Work cooperatively with campus principals to create lunch schedules and resolve personnel issues.
4. Establish and direct process of providing free and reduced lunch applications following United States Department of Agriculture and Tennessee Department of Education guidelines for meal eligibility and reimbursement of federal funds.
5. Develop and maintain written procedures for all child nutrition operations.

**Budget and Inventory**

6. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.
7. Work cooperatively to develop and implement a cost-effective and efficient food procurement and inventory system that meets both federal and Tennessee Department of Education standards.
8. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
9. Approve and forward invoices and purchase orders for child nutrition department to accounting department.
10. Develop and implement inventory and stock control program for equipment and supplies and recommend replacement and disposal of obsolete equipment as necessary.

**Policy, Reports, and Law**

11. Implement federal and state law, State Board of Education rule and regulations, and board policy.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Ensure that employee time records are accurately maintained and data necessary to process child nutrition payroll is delivered in a timely manner.
14. Complete minimum annual continuing education requirements.
15. Follow district safety protocols and emergency procedures.

**Personnel Management**

16. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
17. Develop training options and improvement plans to ensure exemplary operation in the food service area.

**Safety**

18. Ensure that measures are in place and operating to protect food, supplies, and equipment in school cafeterias, lunchrooms, and warehouses.
19. Maintain safety standards that confirm with federal, state, and insurance regulations and develop a program of preventive safety.
20. Organize and conduct training programs to promote safe food handling and a safe work environment.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of campus cafeteria managers, supervisors, and support staff assigned to the child nutrition department.\*

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer; district vehicle

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

*\*\*School Nutrition Directors hired after July 1, 2015 may alternatively have a Bachelor’s degree in any academic major and a state-recognized certificate for school nutrition directors OR*

- *Districts with 2,499 students or less: A Bachelor’s degree in any academic major and at least one year of relevant school nutrition programs experience; an Associate’s degree or equivalent educational experience with academic major in food and nutrition, dietetics, home and consumer sciences, child nutrition management, nutrition education, culinary arts, business, or a related field; or a high school diploma (or GED) and at least three years of relevant experience in school nutrition programs. In districts of less than 500 students, the Texas Department of Agriculture may approve a candidate who meets the education requirements but has less than three years experience.*
- *Districts with 2,500 to 9,999 students: A Bachelor’s degree in any academic major and at least two years of relevant school nutrition programs experience or an Associate’s degree or equivalent educational experience with academic major in in food and nutrition, dietetics, home and consumer sciences, child nutrition management, nutrition education, culinary arts, business, or a related field and at least two years of relevant school nutrition programs experience.*
- *Districts with 10,000 or more students: A Bachelor’s degree in any academic major and at least five years experience in management of child nutrition programs.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Child Nutrition Worker

**Exemption Status:** Nonexempt

**Reports to:** Cafeteria Manager

**Date Revised:**

**Dept./School:**

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**Primary Purpose:**

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation, and safety practices.

**Qualifications:**

**Special Knowledge/Skills:**

Ability to understand written and verbal food preparation and safety instructions  
Working knowledge of kitchen equipment and food production procedures  
Ability to operate large and small kitchen equipment and tools  
Ability to perform basic math

**Experience:**

 years job related experience required

**Major Responsibilities and Duties:**

**Food Preparation and Serving**

1. Prepare quality food according to a planned menu of tested and uniform recipes.
2. Serve food according to meal schedules, board policies and administrative procedures, and practice and promote portion control and proper use of leftovers.
3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.

**Safety and Sanitation**

4. Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
5. Keep garbage collection containers and areas neat and sanitary.
6. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
7. Maintain personal appearance and hygiene.

**Other**

8. Handle and record cashier functions accurately.

- 9. Help record food requisitions and order necessary supplies.
- 10. Maintain daily food preparation records.
- 11. Promote teamwork and interaction with fellow staff members.
- 12. Complete annual continuing education requirements.
- 13. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

**Motion:** Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Communications Officer

**Exemption Status:** Exempt/Administrative

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Communications Office

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**Primary Purpose:**

Promote positive public relations between the school district and community. Prepare and provide information to the public about the activities, goals, and policies of the school district. Distribute pertinent information about the district and its activities to employees.

**Qualifications:**

**Education:**

Bachelor's degree in English, journalism, communications, or related field

**Special Knowledge/Skills:**

Excellent public relations, organizational, communication, and interpersonal skills

Ability to speak effectively before groups of employees, parents, or the public

Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district

Thorough knowledge of media relations and public relations functions

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

**Experience:**

     years journalism or communications experience

**Major Responsibilities and Duties:**

**Public and Community Relations**

1. Serve as the information liaison between the school district and the community. Serve as district spokesperson and coordinate media coverage including preparing press releases and publishing articles and photos in local media and other publications.
2. Ensure that public information activities contribute to the attainment of district goals and objectives.
3. Design, prepare, and edit district publications including newsletters, recruitment brochures, programs for special events, and other publications.
4. Serve as district representative on community committees as required. Demonstrate awareness of district-community needs and initiate activities to meet those needs including speaking at civic organization meetings and make presentations.

**Policies, Reports, and Law**

- 5. Develop and publicize reports related to the performance of the district and articulate district goals and objectives.
- 6. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
- 7. Compile, maintain, and file all reports, records, and other documents as required.
- 8. Follow district safety protocols and emergency procedures.

**Budget**

- 9. Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.

**Personnel Management**

- 10. Train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
- 11. Develop training options and/or improvement plans to ensure exemplary operation of the communications function.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of the communications specialist.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer; camera; video camera

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Communications Specialist **Exemption Status:** Nonexempt

**Reports to:** Communications Officer **Date Revised:**

**Dept./School:** Communications Office

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**Primary Purpose:**

Work under minimal supervision to organize and perform the routine work activities of the public information office. Assist with preparation of written materials for district publications.

**Qualifications:**

**Education:**

Associate's degree

**Special Knowledge/Skills:**

Demonstrated skills in writing, proofreading, editing, and desktop publishing  
Excellent public relations, organizational, communication, and interpersonal skills  
Ability to read and comprehend instructions, short correspondence, and memos  
Ability to perform a variety of tasks often changing assignments on short notice with little or no direction  
Ability to use software to develop spreadsheets, perform data analysis, and do word processing  
Ability to maintain accurate and auditable records  
Ability to meet established deadlines

**Experience:**

 years editorial or desktop publishing experience

**Major Responsibilities and Duties:**

**Publications and Information Services**

1. Assist with writing copy for brochures and publications produced by public information office. Read copy to detect errors in spelling, punctuation, and syntax.
2. Assist with production, publication, and distribution of district publications and news releases.
3. Transcribe recorded interviews and notes.
4. Take photographs for district publications, presentations, and displays. Record meetings or programs (both video and audio) throughout the district.

**Records, Reports, and Correspondence**

5. Maintain a log of media calls and information requests.
6. Compile, maintain, and file all reports, records, correspondence, and other documents as required.

**Other**

- 7. Answer incoming calls and respond to routine inquiries from public, media, board members, and staff as directed. Refer nonroutine inquiries to communications officer.
- 8. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer; camera(s), video cameras; desktop publishing software

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Graphic Designer

**Exemption Status:** Nonexempt

**Reports to:** Communications Officer

**Date Revised:**

**Dept./School:** Communications Office

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### Primary Purpose:

Design, develop, and manage complex graphic and design elements for districtwide online and print media, posters, signage, and other marketing materials.

### Qualifications:

**Education:**

Associate's degree in graphic design

**Special Knowledge/Skills:**

Ability to visualize and transfer abstract ideas into concrete images and graphics

Proficiency with graphic design, word processing, and presentation software

Knowledge of commercial printing processes and material production

Demonstrated skill in writing, proofreading, editing and desktop publishing

Strong customer service skills

Strong organizational, communication, and interpersonal skills

Ability to meet established deadlines while managing multiple projects

**Experience:**

       years graphic or creative design experience

### Major Responsibilities and Duties:

#### Publications and Information Services

1. Design, prepare, and edit online and print graphics, publications, and presentations.
2. Consult with clients on project needs and present concepts with supporting brand and marketing rationale.
3. Produce original digital artwork and graphic layouts for campus and district initiatives and events.
4. Write and proofread copy.
5. Coordinate with in-house printing services and outside vendors for printing and distribution of publications and projects.
6. Maintain and enforce visual appearance and brand continuity in print and digital environment.

**Policies, Reports, and Law**

- 7. Maintain archive of all district digital assets.
- 8. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer, laptop, iPad and digital camera

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Research, Evaluation, & Accountability  
**Exemption Status:** Exempt/  
Administrator in an Educational Establishment

**Reports to:** Director of Schools  
**Date Revised:**

**Dept./School:** Curriculum and Instruction

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**Primary Purpose:**

Oversee research, evaluation, and testing services for the district. Implement state and federally mandated student assessment programs and analyze and interpret results to identify student performance trends.

**Qualifications:****Education:**

Master's degree

**Special Knowledge/Skills:**

Knowledge of the state testing program and accountability system

Ability to use student test data systems

Ability to perform statistical analysis

Ability to use personal computer and software programs to collect, report, and present data and test-related information

Ability to develop and deliver training to adult learners

Excellent organizational, communication, and interpersonal skills

**Experience:**

■ years experience in instructional leadership, research, and evaluation

**Major Responsibilities and Duties:****Analysis and Collaboration**

1. Analyze and interpret compiled student test data to identify trends and opportunities. Ensure that campus instructional staff receive timely data in a clear and usable format to enable them to effectively develop student achievement goals and objectives.
2. Develop and present statistical studies, analysis, and evaluation reports as required. Conduct additional customized research based on district or individual campus needs.
3. Consult with district staff to develop, administer, and interpret evaluation guidelines and procedures.
4. Collaborate with instructional leaders to development, design, and select measurement instruments to assess the effectiveness of instructional programs and pilot projects.

**Testing**

5. Develop and implement procedures for security and confidentiality of state-mandated testing programs and other assessments and verify that procedures are followed and deadlines are met.
6. Provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
7. Develop and conduct training for district test coordinators and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
8. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
9. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.

**Budget, Recordkeeping, Reporting, and Inventory**

10. Complete evaluation and compliance reports as required by federal and state programs.
11. Develop, implement, and maintain an inventory system to track and monitor location of test materials throughout the distribution, return, and storage process.
12. Administer department budget and ensure that programs are cost-effective and funds are managed wisely.
13. Compile, maintain, file, and secure all reports, records, and other required documents.

**Personnel Management**

14. Assign work to testing coordinators and oversee completion

**Other**

15. Organize logistics for scheduling and conducting all testing in the district including staffing, distribution, and security.
16. Attend board meetings. Prepare and present reports related to student performance and accountability.
17. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of district testing coordinators and campus test administrators.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Curriculum Director **Exemption Status:** Exempt/Executive\* or Administrator in an Educational Establishment  
**Reports to:** Director of Schools **Date Revised:**  
**Dept./School:** Curriculum and Instruction

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### Primary Purpose:

Direct and manage the district's curriculum and instruction department. Ensure that the development and delivery of curriculum and the instructional program is effective and efficient, incorporates district goals, and supports student achievement.

### Qualifications:

#### Education:

Master's degree in education administration

#### Special Knowledge/Skills:

Knowledge of curriculum and instruction

Ability to interpret data and evaluate instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong communication, public relations, and interpersonal skills

#### Experience:

Three years experience as a classroom teacher

     years experience in instructional leadership roles

### Major Responsibilities and Duties:

#### Instructional and Program Management

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
2. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.
5. Collaborate with curriculum specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.

6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
8. Oversee staff development programs and provide effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission.
9. Participate in the implementation of the designated teacher appraisal system.

**Policy, Reports, and Law**

10. Comply and implement federal and state law, State Board of Education rules and regulations, and local board policy in curriculum and instruction area.
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Follow district safety protocols and emergency procedures.

**Budget**

13. Develop and administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

**Personnel Management**

14. Prepare, review, and revise job descriptions in curriculum and instruction department.
15. Evaluate job performance of employees to ensure effectiveness.
16. Train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Communication**

17. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

**Community Relations**

18. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
19. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
20. Use appropriate and effective techniques to encourage community and parent involvement.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Instructional Coach **Exemption Status:** Exempt/Professional  
**Reports to:** Curriculum Director **Date Revised:**  
**Dept./School:** Curriculum and Instruction

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**Primary Purpose:**

Provides coaching and support to classroom teachers to ensure the continuous development of instructional skills among assigned teachers. Evaluate the performance of assigned classroom teachers.

**Qualifications:****Education/Licensure:**

Master's degree  
Valid Tennessee teaching certificate  
Instructional Leadership License (ILL) (preferred)

**Special Knowledge/Skills:**

Knowledge of curriculum design and implementation  
Ability to interpret data and evaluate instruction programs and teaching effectiveness  
Ability to develop and deliver training to adult learners  
Strong organizational, communication, and interpersonal skills

**Experience:**

■ years teaching experience in subject area assigned

**Major Responsibilities and Duties:****Staff Development**

1. Work collaboratively with assigned classroom teachers to establish realistic and measurable objectives related to both the teacher's individual professional development and student learning.
2. Support the continuous professional growth and improvement of teacher instructional skills through coaching and collaborative problem solving.
3. Observe classroom instruction and provide feedback and coaching to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.
4. Evaluate teacher effectiveness in accordance with established district programs.
5. Plan and provide appropriate staff development for teachers, administrators, and staff.

**Instructional and Program Management**

- 6. Work with teachers to analyze and interpret student data and use findings to develop and apply instructional strategies.
- 7. Develop curricular or behavioral support materials as needed.
- 8. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.

**Other**

- 9. Compile, maintain, and file all reports, records, and other documents required.
- 10. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
- 11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work inside; frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Instructional Coordinator

**Exemption Status:** Exempt/Administrator  
in an Educational Establishment

**Reports to:** Curriculum Director

**Date Revised:**

**Dept./School:** Curriculum and Instruction

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**Primary Purpose:**

Provide curriculum leadership and support classroom teaching to ensure an aligned and articulated instructional program in the subject area assigned.

**Qualifications:**

**Education/Licensure:**

Master's degree

Valid Tennessee teaching license with required endorsements for subject assigned

Instructional Leadership License (ILL) (preferred)

**Special Knowledge/Skills:**

Knowledge of curriculum design and implementation

Ability to interpret data and evaluate instruction programs and teaching effectiveness

Ability to develop and deliver training to adult learners

Strong organizational, communication, and interpersonal skills

**Experience:**

     years teaching experience in subject area assigned

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Work cooperatively with directors and campus principals in developing and supervising the instructional programs in assigned subject area.
2. Coordinate the review, development, and revision of all subject area programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans.
3. Oversee testing programs for the assigned subject area and make recommendations for improvement where appropriate.
4. Coordinate the ordering and use of departmental instructional aids and materials for assigned subject area.
5. Evaluate the curriculum and instruction program effectiveness for the assigned subject area based on evaluative findings (including student achievement data) and recommend changes as needed.
6. Maintain a resource library of publications, supplementary materials, and supplies relevant to the assigned subject area.

- 7. Participate in development, preparation, and administration of the budget for supplies, equipment, and facilities in area of assignment.

**Staff Development**

- 8. Plan and provide staff development for teachers, administrators, and staff in designated subject area.
- 9. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.
- 10. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.

**Other**

- 11. Convey information to parent and community members about school programs.
- 12. Compile, maintain, and file all reports, records, and other documents required.
- 13. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Testing Coordinator

**Exemption Status:** Exempt/Administrator  
in an Educational Establishment

**Reports to:** Director of Research, Evaluation, &  
Accountability

**Date Revised:**

**Dept./School:**

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**Primary Purpose:**

Implement state and federally mandated student assessment programs for the district. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.

**Qualifications:**

**Education:**

Bachelor's degree

**Special Knowledge/Skills:**

Knowledge of the state testing program and accountability system

Ability to use student test data systems

Ability to perform statistical analysis

Ability to use personal computer and software programs to collect, report, and present data and test-related information

Ability to develop and deliver training to adult learners

Excellent organizational, communication, and interpersonal skills

**Experience:**

\_\_\_\_\_ years teaching experience

**Major Responsibilities and Duties:**

**Testing**

1. Implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.
2. Provide timely support for testing administrators.
3. Consult with staff to provide appropriate testing accommodation for English Learner students and students receiving special services.
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.

**Analysis and Collaboration**

- 5. Develop and distribute statistical studies, analysis, and evaluation reports as required.
- 6. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
- 7. Consult with district staff to develop, administer, and interpret assessment guidelines and procedures.

**Recordkeeping, Reporting, and Inventory**

- 8. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
- 9. Complete evaluation and compliance reports as required by federal and state programs.
- 10. Track and monitor location of test materials throughout the distribution, return, and storage process.
- 11. Compile, maintain, file, and secure all reports, records, and other required documents.

**Other**

- 12. Contribute to the development and delivery of training for district and campus test administrators to ensure that tests are conducted, and procedures are consistently followed.
- 13. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of district and campus test administrators and others assigned to conduct tests.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Assistant Director of Curriculum Instruction  
**Exemption Status:** Exempt/Executive\* or and Administrator in an Educational Establishment

**Reports to:** Director of Schools  
**Date Revised:**

**Dept./School:** Curriculum and Instruction

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### Primary Purpose:

Responsible for the overall management of the district’s curriculum and instruction function. Lead the strategic planning and implementation of curriculum and instruction programs. Ensure that the development and delivery of curriculum and instructional programs are effective and efficient, incorporate district goals, and support student achievement.

### Qualifications:

#### Education:

Master’s degree in education administration

#### Special Knowledge/Skills:

Knowledge of curriculum and instruction

Ability to interpret data and evaluate instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong communication, public relations, and interpersonal skills

#### Experience:

Three years experience as a classroom teacher

■ years experience in instructional leadership roles

### Major Responsibilities and Duties:

#### Instructional and Program Management

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
2. Lead the district-level decision-making process to establish and review the district’s goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.



5. Collaborate with curriculum specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
8. Oversee staff development programs and ensure that effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission are provided.
9. Participate in the implementation of the designated teacher appraisal system.

### **Policy, Reports, and Law**

10. Ensure compliance with federal and state law, State Board of Education rules and regulations, and local board policy in curriculum and instruction area.
11. Compile, maintain, and file all reports, records, and other documents as required.
12. Follow district safety protocols and emergency procedures.

### **Budget**

13. Develop and administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

### **Personnel Management**

14. Prepare, review, and revise job descriptions in curriculum and instruction department as needed.
15. Evaluate job performance of employees to ensure effectiveness.
16. Train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

### **Communication**

17. Ensure that established goals and expectations related to implementation of the curriculum and instruction programs are communicated clearly, consistently, and in a timely manner.
18. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

**Community Relations**

- 19. Articulate the district’s mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district’s mission.
- 20. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 21. Use appropriate and effective techniques to encourage community and parent involvement.

**Other**

- 22. Prepare and deliver written and oral presentations on curriculum and instruction issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
- 23. Stay abreast of current research and best practices in curriculum and instruction and adjust plans, policies, and procedures accordingly.
- 24. Ensure compliance with local, state, and federal laws related to curriculum and instruction. Stay abreast of state and federal public policy changes that could impact the district.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Assistant Director of District Operations  
**Exemption Status:** Exempt/Executive\*

**Reports to:** Director of Schools  
**Date Revised:**

**Dept./School:** Operations

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### Primary Purpose:

Responsible for the overall management, strategic planning, development, evaluation, and implementation of district maintenance, child nutrition, warehousing, and transportation functions.

### Qualifications:

#### Education:

Bachelor's degree or equivalent experience

#### Special Knowledge/Skills:

Knowledge of operations management  
Ability to interpret data and evaluate maintenance and custodial programs  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Excellent communication, public relations, and interpersonal skills

#### Experience:

\_\_\_\_\_ years experience in facilities operations management  
\_\_\_\_\_ years experience managing people

### Major Responsibilities and Duties:

#### Operations Management

1. Oversee the management of facilities maintenance, warehouse, child nutrition, and transportation operations of the district.
2. Incorporate district-level goals into operational objectives to ensure that students arrive at school and school activities safely and on time; receive nutritious meals; and attend school in an environment that is safe, clean, and conducive to learning.
3. Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner. Implement changes where appropriate.
4. Collaborate with architects and consultants during the design and planning phases of all construction projects to ensure compliance with the district's specifications, design and construction standards, and building programs. Monitor the progress and compliance of ongoing construction projects.
5. Ensure that the necessary time, resources, materials, and technology to support accomplishment of department goals are available.

**Policy, Reports, and Law**

6. Comply and implement federal and state laws, State Board rules and regulations, and local board policy. Stay abreast of state and federal public policy changes that could impact the district.
7. Compile, maintain, and file all reports, records, and other documents as required.

**Budget**

8. Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.

**Communication**

9. Ensure that established goals and expectations related to district operations are communicated clearly, consistently, and in a timely manner.

**Personnel Management**

10. Prepare, review, and revise job descriptions in maintenance, child nutrition, warehouse, and transportation departments as needed.
11. Evaluate job performance of employees to ensure effectiveness.
12. Train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Safety**

13. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.
14. Follow district safety protocols and emergency procedures.

**Other**

15. Prepare and deliver written and oral presentations on operational issues to the board. Attend regular meetings of the board.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of maintenance, transportation, warehouse, and food service supervisors and staff, and operations department clerical staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel; occasional outside work with exposure to extreme hot and cold temperatures, dust, noise, vibration, and chemical and electrical hazards

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Attorney **Exemption Status:** Exempt/Professional  
**Reports to:** Director of Schools **Date Revised:**  
**Dept./School:** Executive Office

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**Primary Purpose:**

Provide in-house legal support services to the Director of Schools and designated staff. Advise the Director of Schools in legal performance of his/her duties.


**Qualifications:****Education/Licensure:**

Law degree from an American Bar Association approved law school  
License to practice law in the State of Tennessee, in good standing

**Special Knowledge/Skills:**

Knowledge of local, state, and federal laws, regulations relating to public education  
Demonstrated legal research and writing skills  
Thorough knowledge of the legislative process  
Ability to read and interpret documents such as law, policy, and procedures  
Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district  
Excellent public relations, organizational, communication, and interpersonal skills

**Experience:**

 years experience in public or private practice dealing with legal issues of local, state, federal government, or public school law

**Major Responsibilities and Duties:****Legal Representation**

1. Advise the Director of Schools, staff, and board on legal matters, including personnel and student issues.
2. Draft, review, and revise legal documents.
3. Attend board meetings and other administrative meetings to provide legal counsel.
4. Coordinate legal services provided by outside law firms.
5. Serve as the district's hearing officer for applicable student and employee grievances, complaints, and appeals as required by policy.

**Legal Oversight**

6. Comply with federal and state law, State Board of Education rules and regulations, and local board policy and serve as the district's compliance officer.

7. Monitor and interpret the impact of proposed or enacted legislation.
8. Coordinate responses to investigations by the Tennessee Department of Education, U.S. Department of Education Office for Civil Rights, and other administrative or regulatory agencies.
9. Monitor compliance with the Tennessee Open Meetings Act and competitive procurement and purchasing requirements.

**Policy and Reports**

10. Assist in the formulation and execution of policies and regulations, and review materials for publication in handbooks.
11. Compile, maintain, file, and present all reports, records, and other documents as required.
12. Follow district safety protocols and emergency procedures.

**Communication**

13. Conduct professional development and training, including preparing training materials for staff and board members.

**Supervisory Responsibilities:**

Supervise and evaluate the work of assigned support staff.

**Working Conditions:**

**Tools/Equipment Used:** Standard office equipment, including personal computer

**Posture:** Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequently work prolonged or irregular hours. Frequent district and statewide travel.

**Mental Demands:** Work with frequent interruptions. Maintain emotional control under stress.



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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Internal Auditor **Exemption Status:** Exempt/Administrative  
**Reports to:** Director of School/Board of Education **Date Revised:**  
**Dept./School:** Executive Office

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**Primary Purpose:**

Responsible for planning, directing, and implementing the district's internal audit function. Ensure compliance with accountability standards, laws, regulations, and policies. Provide independent and objective appraisals of financial, data processing, and other relevant matters within the district.

**Qualifications:****Education:**

Bachelor's degree in accounting, management, finance, or business

**Special Knowledge/Skills:**

Ability to plan and conduct financial and management audits

Knowledge of generally accepted accounting principles (GAAP)

Knowledge of the Institute of Internal Auditor's Code of Ethics.

Demonstrated understanding of Tennessee standards for financial accounting and reporting, including the *Tennessee Internal School Uniform Accounting Policy Manual*

Ability to write reports, business correspondence and procedures manuals, and implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis and do word processing

Excellent organizational, communication, and interpersonal skills

**Experience:**

     years of relevant auditing experience in government or public education

**Major Responsibilities and Duties:****Auditing**

1. Conduct internal audits and oversee the audit process in accordance with state and district standards and procedures and reports on findings following generally accepted auditing principals.
2. Examine the adequacy and effectiveness of the district's system of internal controls to ensure compliance with accounting standards, laws, regulations, and policies. Identify risk exposure and control issues. Recommend standards of control and propose modifications and improvements to existing or planned financial and operation systems and procedures to improve controls and enhance operational effectiveness.
3. Prepare organized, accurate, and detailed written reports ensuring that documentation clearly supports the conclusions regarding each audit objective. Work with management to obtain agreement on action plans to address audit issues. Make presentations to management, as needed.

- 4. Develop a risk assessment and audit plan.
- 5. Apply internal auditing standards and techniques and demonstrate project management skills.
- 6. Serve as liaison for and coordinate activities of independent outside auditors and state agencies.

**Policies, Reports, and Law**

- 7. Compile, maintain, and file all reports, records, and other documents and required.
- 8. Comply with federal and state law, State Board of Education rules and regulations, and local board policy in the area of internal auditing and with the Institute of Internal Auditor’s Code of Ethics.
- 9. Follow district safety protocols and emergency procedures.

**Communication**

- 10. Provide training to managers on internal controls, business risks, fraud and other related topics.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress; maintain objectivity

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Academic Advisor

**Exemption Status:** Exempt/Administrator  
in an Educational Establishment

**Reports to:** Principal

**Date Revised:**

**Dept./School:**

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### Primary Purpose:

Advise students and provide guidance in development and completion of each student's personal graduation plan (PGP).

### Qualifications:

#### Education/Licensure:

Bachelor's degree in guidance counseling or school administration  
Master's Degree (preferred)  
Valid School Service Personnel License

#### Special Knowledge/Skills:

Knowledge of career development  
Excellent organizational, communication, and interpersonal skills  
Ability to instruct students and manage their behavior  
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

#### Experience:

Two years teaching experience

### Major Responsibilities and Duties:

#### Guidance

1. Guide individual students to identify a course of study that promotes college and workforce readiness, career placement and advancement, and helps the student make the transition from secondary to post-secondary education.
2. Review personal graduation plan (PGP) options with individual students and their parent or guardian and monitor progress toward attainment of goals. Help the student to access and make use of proven educational resources, innovative methods, and other interventions that will accelerate the learning process.
3. Guide individual students to plan, monitor, and manage the student's own educational and career development including providing information about post-secondary opportunities.

#### Assessment

- 4. Interpret standardized test results and assessment data to guide students in individual goal setting and planning.

**Program Management and Administration**

- 5. Compile, maintain, and file all reports, records, and other documents.
- 6. Comply with federal and state law, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.

**Other**

- 7. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside, may work outside

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	School Counselor	<b>Exemption Status:</b>	Exempt/Administrator in an Educational Establishment
<b>Reports to:</b>	Principal	<b>Date Revised:</b>	
<b>Dept./School:</b>	Assigned Campus		

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### Primary Purpose:

Plan, implement, and evaluate a comprehensive developmental guidance and counseling program at assigned campus. Counsel students to fully develop each student’s academic, career, personal, and social abilities and address the needs of special population students.

### Qualifications:

#### Education/Licensure:

Bachelor’s degree in guidance counseling or school administration  
Master’s degree (preferred)  
Valid School Service Personnel License

#### Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development  
Excellent organizational, communication, and interpersonal skills  
Ability to instruct students and manage their behavior  
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

#### Experience:

Two years experience as a classroom teacher

### Major Responsibilities and Duties

#### Guidance

1. Plan and conduct structured group lessons to deliver district’s guidance curriculum effectively and in accordance with students’ developmental needs. Collaborate with teachers who teach guidance-related curriculum.
2. Guide individual students, groups of students, and parents to plan, monitor, and manage the student’s own educational and career development including creating and reviewing personal graduation plans and providing information about post-secondary opportunities.
3. Use accepted theories and effective techniques of developmental guidance to counsel individual students, small groups of students, and parents to plan, monitor, and manage a student’s own personal and social development. Provide preventive, remedial, and crisis counseling as needed.
4. Serve as an impartial, non-reporting resource for interpersonal conflicts and discourse involving two or more students, including accusations of bullying.

**Consultation**

5. Coordinate school, home, and community resources and refer students, parent, and others to special programs and services as needed.
6. Work collaboratively to advocate for individual students and specific groups of students.

**Assessment**

7. Interpret standardized test results and assessment data to guide students in individual goal setting and planning.

**Program Management and Administration**

8. Plan, implement, evaluate, and promote continuous improvement of a balanced comprehensive developmental guidance and counseling program that includes guidance curriculum, responsive services, individual planning, and system support components.
9. Advocate for a school environment that acknowledges and respects diversity.
10. Compile, maintain, and file all reports, records, and other documents.
11. Comply with federal and state law, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations
12. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.

**Supervisory Responsibilities:**

Supervise assigned counseling aide(s) and clerical employee(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** Work inside, may work outside

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of School Counseling **Exemption Status:** Exempt/Administrator in an Educational Establishment

**Reports to:** Director of Schools **Date Revised:**

**Dept./School:** Assigned Campus

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### Primary Purpose:

Oversee the planning and implementation of a district wide comprehensive developmental guidance and counseling program.

### Qualifications:

#### Education/Licensure:

Bachelor's degree in guidance counseling or school administration  
Master's degree (preferred)  
Valid School Service Personnel License

#### Special Knowledge/Skills:

Knowledge of counseling procedures, student appraisal, and career development  
Excellent organizational, communication, and interpersonal skills  
Ability to collaborate with others  
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

#### Experience:

     years school counseling experience

### Major Responsibilities and Duties:

#### Program Management and Administration

1. Oversee the development and implementation of a balanced, comprehensive, developmental counseling program that is consistent with district goals and objectives and includes guidance curriculum and responsive services for students.
2. Ensure that individual students and their parents are provided the resources and guidance to plan, monitor, and manage the student's educational and career development including creation and review of personal graduation plans and information about post-secondary opportunities.
3. Develop a guidance curriculum that enables school counselors to deliver structured group lessons effectively and in accordance with students' developmental needs.
4. Advocate for a school environment that acknowledges and respects diversity.
5. Coordinate school, home, and community resources to enable students, parents, and others to be referred to special programs and services as needed.

6. Develop an emergency plan and coordinate the activation and assignment of crisis counselors as needed.

**Policy, Report, and Law**

7. Comply with federal and state law, State Board of Education rules and regulations, and board policy. Recommend changes to district policies and administrative procedures related to counseling programs and services.
8. Adhere to legal, ethical, and professional standards for school counselors including current professional standards of competence and practice.
9. Compile, maintain, and file all reports, records, and other documents.

**Budget**

10. Develop and administer counseling department budget based on documented needs and ensure that programs are cost-effective and funds are managed wisely.

**Personnel Management**

11. Assist campus administrators in hiring and evaluating school counselors. Participate in the recruitment, selection, and training of school counselors and make recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
12. Develop and deliver training to counseling staff that supports professional growth and ethics, and a consistent interpretation of district policies and state laws and regulations.

**Other**

13. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise and evaluate the work of counseling department secretary.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside, may work outside; frequent district-wide travel

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

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<b>Job Title:</b>	Social Worker	<b>Exemption Status:</b>	Exempt/Professional
<b>Reports to:</b>	Director of School Counseling	<b>Date Revised:</b>	
<b>Dept./School:</b>	Guidance and Counseling		

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**Primary Purpose:**

Perform casework service to help students resolve personal, emotional, and social problems that interfere with their adjustment to school and their ability to enjoy the benefits of the educational process. Function as part of the pupil services team to formulate plans with the school, student, and parents.

**Qualifications:****Education/Licensure:**

Bachelor's degree in social work  
Valid Tennessee Social Work License  
Valid School Service Personnel License

**Special Knowledge/Skills:**

Knowledge of individual and group counseling skills  
Knowledge and skill in casework methods  
Strong consultation skills for conferencing with teachers, parents, and students  
Knowledge of prevention and intervention strategies, including behavior management interventions  
Excellent organizational, communication, and interpersonal skills  
Ability to instruct students and manage their behavior  
Ability to present information in one-on-one, small group, and large group situations to students, parents, and district staff

**Experience:**

     years experience in social work

**Major Responsibilities and Duties:****Social Work**

1. Conduct individual and group counseling sessions to encourage peer support and enhance social development of students including developing the ability to accept responsibility for their actions, resolve conflicts, develop decision-making skills, and handle crises. Work with students to improve attendance.
2. Perform casework service with parents to increase the parents' understanding, their constructive participation in resolving their child's problems and their knowledge and use of available and appropriate resources.
3. Provide crisis support and counseling to students, parents, and school staff.

4. Coordinate and integrate school and community resources and refer school staff and parents to community resources where appropriate.

**Assessment**

5. Identify and explore causes of students' dysfunction as it relates to the home, school, and community including making home visits to gather information relating to students. Arrange for medical, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures.
6. Assist in interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.

**Consultation**

7. Work with school personnel to help students explore alternative education programs and career counseling.
8. Serve as consultant to school personnel regarding students or situations that are not referred for direct district or outside services.
9. Contribute to the planning and implementation of parent involvement activities. Develop and conduct parenting training and support groups.
10. Consult with parents regarding their children's academic performance, behavior, and needs.
11. Inform students and parents of their rights and responsibilities under federal and state law including compulsory attendance.

**Program Management**

12. Develop and maintain effective individual and group relationships with students and parents.
13. Develop and coordinate a continuing evaluation of social work services and make changes based on the findings.
14. Compile, maintain, and file all reports, records, and other required documents.
15. Comply with federal and state laws, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.

**Other**

16. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

May supervise persons completing practicum or internship through a college or university program.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (under 15 pounds); Occasional heavy lifting (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities

**Environment:** Work inside, regular districtwide travel to student homes

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Attendance Supervisor

**Exemption Status:** Nonexempt

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Guidance and Counseling

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**Primary Purpose:**

Serve as district attendance officer and truancy prevention facilitator. Provide assistance to campus personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences, and tardiness problems. Serve as district liaison to parents, law enforcement agencies, and court personnel.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of state compulsory attendance laws

Knowledge of juvenile justice system and ability to present truancy cases to the court

Ability to interpret laws, policies, and procedures

Strong organizational, communication, and interpersonal skills

Ability to operate personal computer to develop databases and do word processing

Ability to travel districtwide to conduct home visits and visit sites where truant students have been reported to the district

**Experience:**

 years working in compliance, law enforcement, or with children or adults in a leadership role

**Major Responsibilities and Duties:**

**Attendance Enforcement**

1. Investigate cases of unexcused and excessive absences and tardiness and enforce provisions of compulsory attendance laws.
2. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, state law, and board policy; and refer to appropriate court.
3. Implement truancy prevention measures in accordance with state law.
4. Impose individual student behavior improvement plans, and school-based community service or refer to counseling, community-based services, or other services aimed at addressing a student's truancy.
5. Investigate cases of suspected drop out and retrieve unreturned textbooks and other school property when appropriate.

**Consultation**

6. Meet at least annually with case managers or other court appointed individuals to discuss effective truancy prevention measures.
7. Confer regularly with teachers, counselors, principals, and other staff as well as parents to identify problems of tardiness, attendance, and student truancy. Counsel students at risk of dropping out and make a reasonable effort to gain their cooperation to improve attendance.
8. Conduct home visits and parent conferences on student truancy and attendance problems. Make parents aware of compulsory attendance laws and school policy for parents and students.
9. Represent the school district in court hearings resulting from attendance problems. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

**Administration**

10. Compile, maintain, and file all reports, records, and other documents required, including records of all cases investigated and reports required by the Commissioner of Education.
11. Implement and comply with federal and state laws, State Board of Education rules and regulations, and local board policy in the area of student attendance. Comply with all district and campus routines and regulations.

**Other**

12. Transport suspended students home as needed.
13. Maintain confidentiality.
14. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer; standard instructional equipment

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside; frequent districtwide travel to students' homes

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_



Received by \_\_\_\_\_

Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Health Services Aide **Exemption Status:** Nonexempt  
**Reports to:** Health Services Coordinator/Campus Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Work under the immediate guidance and direction of a licensed registered nurse to maintain routine clinic records, provide minor first aid care, and conduct health screenings.

**Qualifications:****Education:**

Valid licensed practical nurse (LPN) from the Tennessee Board of Nursing

**Special Knowledge/Skills:**

Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)  
Proficient keyboarding and file maintenance skills  
Ability to use software to develop databases and do word processing  
Ability to write routine reports and correspondence  
Strong organizational, communication, and interpersonal skills

**Experience:**

■ year experience in health-related position; experience working with school-age children

**Major Responsibilities and Duties:****Health Services**

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school nurse (RN) or medical advisor.
2. Administer medication to students according to board policy and administrative procedures and maintain accurate log of medications dispensed.
3. Assist with screening programs, take vital signs (temperature, pulse, respiration rate, and blood pressure), and accurately document results as proscribed by district, state, and federal requirements. Communicate findings to supervising school health staff for direction.
4. Escort students to and from health room and assist students with disabilities as necessary.
5. Contact parents of students who need to be picked up from school according to established school health services protocols or as directed by the school nurse (RN).
6. Contact emergency medical services (EMS) according to established school health services protocols or as directed by the school nurse (RN).

**Safety**

- 7. Maintain an efficient and safe clinic including following infection control procedures as directed by the school nurse (RN). Use Universal Precautions Procedures when cleaning all body spills and providing wound care.

**Clerical**

- 8. Prepare, compile, maintain, and file all correspondence, reports, records, and other documents required, including accurate and confidential student health records.
- 9. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse (RN).
- 10. Maintain clinic supply inventory and request supplies as needed.

**Compliance**

- 11. Comply with federal and state laws, Department of Health rules and regulations, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.
- 12. Maintain confidentiality.

**Other**

- 13. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard medical clinic equipment; special needs adaptive equipment; standard office equipment including computer

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Frequent light lifting and carrying (under 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Health Services Coordinator

**Exemption Status:** Administrative or Professional

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Health Services

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**Primary Purpose:**

Responsible for program administration, implementation, coordination, and evaluation of a comprehensive program of health services for district.

**Qualifications:**

**Education/Licensure:**

Valid registered nurse (RN) or advance practice RN license from the Tennessee Board of Nursing

**Special Knowledge/Skills:**

Ability to organize, direct, coordinate, and evaluate health services delivery system

Ability to implement policies and procedures

Ability to manage budget and personnel

Knowledge of school health and nursing administration

Knowledge of community medical and healthcare services

Strong organizational, communication, and interpersonal skills

**Experience:**

■ years experience in school health, community health, pediatric/adolescent healthcare, or nursing administration

■ years supervisory experience

**Major Responsibilities and Duties:**

**Program Management**

1. Determine the goals, objectives, and priorities of the health services program in conjunction with nurses and other staff and within the goals and strategic plan established by the district.
2. Identify, analyze, and apply current nursing and medical research findings to plan and provide health care delivery for all students. Evaluate and improve school health practices and make changes based on findings.
3. Develop programs and recommend procedures related to health and safety. Provide expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff, and the community.
4. Collaborate with district level administration to integrate and implement health policies and practices with priorities of the district.

5. Manage the delivery of all campus health services and ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.
6. Coordinate activities of the health services program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services. Represent the district in collaborative community programs related to student health.
7. Serve as permanent member of district's school health advisory committee. Participate in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.
8. Coordinate department and district staff development, orientation, training, and certification as related to health needs of students.
9. May perform duties of school nurse at assigned campus.

**Administration**

10. Develop and administer health services budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
11. Ensure that all campuses have needed healthcare supplies and resources and recommend purchase, replacement, and repair of equipment when needed.
12. Compile, maintain, and file all reports, records, and other documents required, including accurate, updated records of health information for all students.
13. Implement and comply with federal and state law, Tennessee Department of Health rules and regulations, State Board of Education rules and regulations, and board policy.
14. Follow district safety protocols and emergency procedures.

**Personnel**

15. Work cooperatively with principals to recruit, interview, select, train, supervise, and evaluate all health services personnel and make recommendations about assignment, retention, discipline, and dismissal.
16. Prepare, review, and revise department job descriptions.
17. Share responsibility with principals to evaluate performance of school health services personnel to ensure effectiveness and develop training options and improvement plans to ensure exemplary operation in the health services area.
18. Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of school nurses and nurse aides at campuses throughout district.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; may use standard medical clinic equipment including automated external defibrillator (AED)

**Posture:** Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** School Nurse (RN) **Exemption Status:** Exempt/Professional  
**Reports to:** Health Services Coordinator/Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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### Primary Purpose:

Implement district health services program to best meet the needs of the student population on the assigned campus. Provide health services to students. Promote health and safety education for students and preventive health practices for students.

### Qualifications:

#### Education/Licensure:

Valid registered nurse license (RN) from the Tennessee Board of Nursing  
Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates

#### Special Knowledge/Skills:

Knowledge of health appraisal to identify student health defects  
Ability to implement policies and procedures  
Knowledge of basic first aid  
Proficient keyboarding and file maintenance skills  
Ability to write routine reports and correspondence  
Strong organizational, communication, and interpersonal skills

#### Experience:

     years nursing experience

### Major Responsibilities and Duties:

#### Nursing Services

1. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.
2. Assess student problems, communicate with parent(s)/guardian(s) regarding individual students, and ensure appropriate referrals and follow up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.
3. Notify parents of accident or illness. Secure emergency medical care for students as needed.
4. Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.
5. Serve as health advocate for students.
6. Ensure that medications are administered to students according to board policy and administrative procedures.



7. Establish and implement effective procedures for carrying out mandatory screening programs.
8. May make home visits to help with student health problems as necessary.

### **Instruction**

9. Participate in development of campus health education curriculum, educate faculty and staff as needed on health related topics, and provide health education to individuals and groups including contributing to campus communications to parents and the local community regarding health issues.

### **Consultation**

10. Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.
11. Participate in meetings of students with identified health needs and develop Individual Health Plans (IHPs). Work with district personnel regarding implementation of IEP goals and services.
12. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

### **Administration**

13. Work with health services coordinator to develop and coordinate continuing evaluation of campus health program and make changes based on findings. Develop and recommend administrative procedures to promote the health and wellness of students and staff.
14. Supervise, train, and participate in evaluating other school personnel who have responsibility for assisting students with health needs.
15. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.
16. Requisition supplies and equipment needed to maintain clinic inventory.
17. Comply with federal and state laws, Department of Health rules and regulations, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.
18. Report potential health and safety hazards to principal.
19. Follow district safety protocols and emergency procedures.

**Professional Development**

- 20. Maintain professional nursing skills and knowledge as required by state law and the Tennessee Board of Nursing including certification for mandated screenings and Basic Life Support for Healthcare providers (CPR/AED).

**Supervisory Responsibilities:**

Direct the work of assigned health clinic aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Employee Benefits Specialist

**Exemption Status:** Nonexempt

**Reports to:** Director of Human Resources

**Date Revised:**

**Dept./School:** Human Resources

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**Primary Purpose:**

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of administration of employee benefits programs and applicable laws

Ability to interpret and disseminate insurance and benefits information to individuals and groups

Strong organizational, communication, and interpersonal skills

Ability to effectively present information in one-on-one and to small and large groups of employees

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

**Experience:**

 years experience in benefits administration, insurance administration, or related field

**Major Responsibilities and Duties:**

**Benefits Administration**

1. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office and resolve administrative problems with insurance carrier representatives.
3. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and Affordable Care Act (ACA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
4. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.

- 5. Assist with annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.

**Records, Reports, and Correspondence**

- 6. Prepare and verify monthly premium statements for all group insurance policies. Balance and submit billing statements to accounting for payment.
- 7. Maintain all benefits-related records including statistical data relative to premiums and cost. Assist with required data entry and preparation of reports.
- 8. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
- 9. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
- 10. Compile, maintain, and file all reports, records, and other documents as required.
- 11. Maintain confidentiality of information.

**Other**

- 12. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/ Environmental Demands:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Chief Human Resource Officer

**Exemption Status:** Exempt/Executive\*  
or Administrative

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Human Resources

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**Primary Purpose:**

Responsible for overall management of the district's human resources function. Lead the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and benefits. Recommend and implement legally sound and effective human resource management programs, policies, and practices.

**Qualifications:**

**Education:**

Bachelor's degree in human resources or equivalent

**Special Knowledge/Skills:**

Knowledge of selection, training, and supervision of personnel

Knowledge of wage and salary, benefits, and performance appraisal administration

Knowledge of general and education employment law and hearing procedures

Ability to implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to manage budget and personnel

Excellent public relations, organizational, communication and interpersonal skills

Ability to speak effectively before groups of employees, the school board, or other organizations

**Experience:**

years of progressively responsible experience in human resources management or public school administration

years supervisory experience

**Major Responsibilities and Duties:**

**Human Resource Department Management**

1. Create and execute plan for human resources in alignment with district core values as adopted by the board and the district's strategic plan. Identify current and future needs of the district and align processes and procedures including recruitment, selection, on-boarding, professional and leadership development, training, evaluation, and retention strategies.
2. Determine the HR training needs throughout the school district and develop and plan training programs to meet the established needs. Implement both on-going and special interest training programs.

3. Direct the planning, development, coordination, and evaluation of operations of the human resources department including establishing department goals and objectives.
4. Direct and monitor employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
5. Select, train, supervise, and evaluate HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
6. Ensure district compliance with federal and state laws and State Board rules and regulations.

**Employment**

7. Work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.
8. Ensure that all teachers are highly-qualified and have the appropriate credentials for assignments.
9. Provide a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
10. Oversee all aspects of contract administration.

**Compensation and Benefits**

11. Direct the administration of the district's compensation program including job descriptions, salary surveys, and position reclassifications.
12. Develop, implement, administer, and monitor procedures for salary administration and placement of new hires.
13. Oversee the management of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationship with insurance vendors and third-party administrators.

**Employee Relations**

14. Take a proactive role in identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.
15. Administer the employee grievance policy adopted by the board. Direct the investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.
16. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters.

17. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Implement and oversee effective districtwide employee recognition programs.
18. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed. Recommend procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.

**Budget**

19. Develop and administer the human resources budget based on documented needs and ensure that operations are cost effective and funds are management wisely

**Records**

20. Oversee personnel records management and ensure compliance with the state records management program. May serve as designated records management officer.
21. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

22. Prepare and deliver written and oral presentations on HR and management issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
23. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings.
24. Ensure compliance with local, state and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.
25. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend hiring and firing of human resource department employees.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*



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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Human Resources

**Exemption Status:** Exempt/Executive or Administrative

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Human Resources

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### Primary Purpose:

Responsible for supporting the Chief Human Resources Officer (CHRO) in overall management of the district's human resources function. Supports the strategic planning and implementation of human resources programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and benefits. Implement legally sound and effective human resources management programs, policies, and practices.

### Qualifications:

#### Education:

Bachelor's degree in human resources or equivalent

#### Special Knowledge/Skills:

Knowledge of selection, training, and supervision of personnel

Knowledge of wage and salary, benefits, and performance appraisal administration

Knowledge of general and education employment law and hearing procedures

Ability to implement policy and procedures

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to manage budget and personnel

Excellent public relations, organizational, communication and interpersonal skills

Ability to speak effectively before groups of employees, the school board, or other organizations

#### Experience:

■ years of progressively responsible experience in human resources management or public school administration

■ years supervisory experience

### Major Responsibilities and Duties:

#### Human Resources Department Management

1. Assist in implementing plan for addressing HR training needs throughout the school district and develop and plan training programs to meet the established needs. Oversee and implement both on-going and special interest training programs.
2. Direct the day-to-day operations of the human resources department, including planning, development, coordination, and evaluation of operations and implementing department goals and objectives.

3. Oversee and coordinate employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due-process procedures, where needed.
4. Assist with selection, training, supervision, and evaluation of HR staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
5. Ensure district compliance with federal and state laws and State Board of Education rules and regulations.

**Employment**

6. Support efforts to work with principals and other administrators to forecast staffing needs and develop staffing plans. Develop and implement recruitment and retention strategies and a screening and selection process for all employees.
7. Ensure that all teachers are highly qualified and have the appropriate credentials for assignments.
8. Maintain a system for new employees to acquire appropriate information, support, and training necessary for success on the job.

**Compensation and Benefits**

9. Oversee and manage the district's compensation program including job descriptions, salary surveys, and position reclassifications.
10. Implement, administer, and monitor procedures for salary administration and placement of new hires.
11. Provide oversight of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationship with insurance vendors and third-party administrators.

**Employee Relations**

12. Take a proactive role in identifying and responding to employee issues; work in collaboration with district leadership to ensure preemptive and effective employee communications.
13. Support administration of the employee grievance policy adopted by the board. Assist CHRO with investigation, analysis, and decision-making process regarding personnel problems and/or other related policy issues.
14. Interpret policies and procedures and ensure support of directors, officers, employees and other government agencies on employment, record keeping, retirement, grievance and other personnel matters.
15. Conduct annual research regarding employee satisfaction, morale, and communications. Monitor employee retention and turnover through analysis of data and exit interviews. Coordinate effective districtwide employee recognition programs.

- 16. Update employee handbook and personnel directory annually and distribute to employees. Ensure procedures are followed to inform employees of personnel policies, procedures, and programs that affect them.

**Records**

- 17. Support personnel records management and help ensure compliance with the state records management program.
- 18. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

- 19. Prepare and deliver written and oral presentations on HR and management issues to employees.
- 20. Stay abreast of current research and best practices in human resources management and development in educational and non-education-related settings.
- 21. Ensure compliance with local, state and federal employment laws. Stay abreast of state and federal public policy changes that could impact the district.
- 22. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

May supervise, evaluate, and recommend hiring and firing of human resources department employees.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Staffing Administrator	<b>Exemption Status:</b>	Exempt/Administrative
<b>Reports to:</b>	Director of Human Resources	<b>Date Revised:</b>	
<b>Dept./School:</b>	Human Resources		

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**Primary Purpose:**

Administer the district’s recruitment program to ensure selection and placement of qualified personnel. Implement the district application and screening process and ensure that the district is represented as an attractive employer.

**Qualifications:**

**Education:**

Bachelor’s degree

**Special Knowledge/Skills:**

- Knowledge of the selection, training, and supervision of personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to develop and deliver training to adult learners
- Excellent public relations, organizational, communication, and interpersonal skills

**Experience:**

-  years recruiting experience
-  years teaching experience

**Major Responsibilities and Duties:**

**Recruitment**

1. Work with principals and supervisors to identify and select personnel for all assignments. Screen and interview applicants and recommend candidates for final interview or hire.
2. Develop and implement effective recruiting strategies. Analyze results annually and make changes as needed.
3. Identify optimum recruiting opportunities and represent the district at key recruiting fairs and events.
4. Develop and maintain active relationships with college and university career teacher preparation officials and placement offices, professional associations, and other recruiting resource organizations.
5. Coordinate the assignment of student teachers and staff from educator preparation programs.
6. Plan and coordinate annual district teacher job fair or participate in planning of regional job fair.

**Employment**

- 7. Oversee the employment application and screening process, monitor for effectiveness, and make recommendations for changes as needed.
- 8. Administer the employee transfer process.

**Other**

- 9. Assist with compiling and reporting projections of staffing needs.
- 10. Compile, maintain, and file related reports, records, and other documents required.
- 11. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
- 12. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Human Resource Secretary

**Exemption Status:** Nonexempt

**Reports to:** Director of Human Resources

**Date Revised:**

**Dept./School:** Human Resources

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**Primary Purpose:**

Under moderate supervision organize and manage the routine work activities of the HR department office and provide clerical support to the director of human resources and other staff members.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, data entry, word processing, and file maintenance

Ability to use software to develop spreadsheets and databases and do word processing

Ability to prioritize workflow to address the multiple needs of the supervisor or the department

Ability to multi-task numerous complex administrative activities

Basic math skills

Effective organizational, communication, and interpersonal skills

**Experience:**

 years secretarial experience

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare correspondence, forms, manuals, schedules, and reports for the director of human resources and other department staff members.
2. Prepare recruitment and new-hire packets.
3. Process and receive criminal history record information, references, and other application materials.
4. Assist with maintenance of information in employee database.
5. Prepare and distribute employment contracts.
6. Compile, maintain, and file all reports, records, and other documents as required including preparing various federal, state, and local reports.

**Accounting**

7. Perform routine bookkeeping for the department and assist with the preparation of the human resource department budget.



- 8. Monitor and process employee time records, including leave requests and reports.

**Other**

- 9. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- 10. Greet visitors and assist employees and applicants with completing applications and required paperwork.
- 11. Maintain a schedule of appointments and assist with scheduling interviews and meetings.
- 12. Make meeting arrangement for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
- 13. Make travel arrangements for department.
- 14. Receive, sort, and distribute mail and other documents to department staff.
- 15. Maintain confidentiality of information.
- 16. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (under 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Human Resource Specialist **Exemption Status:** Nonexempt  
**Reports to:** Director of Human Resources **Date Revised:**  
**Dept./School:** Human Resources

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### Primary Purpose:

Provide support for daily human resource operations. Handle routine HR inquiries and provide responsive and knowledgeable assistance to employees.

### Qualifications:

#### Education:

High school diploma or GED

#### Special Knowledge/Skills:

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to perform basis math

Ability to read, speak and understand English

Excellent organizational skills

Effective communication and interpersonal skills

#### Experience:

1 years of clerical experience

### Major Responsibilities and Duties:

#### HR Support

1. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.
2. Maintain HR information database to ensure that employee information is accurate, current, and reliable.
3. Maintain position control system in an accurate and timely manner. Reconcile job descriptions with position control to ensure that there is a job description for every job. Follow up with supervisors to make certain that job descriptions are reviewed and updated on a regular basis.
4. Receive and process applications, including verifying completeness of files and notifying those not selected for employment.
5. Process new hire paperwork including criminal history information, references, and other application materials.

**Reports and Correspondence**

- 6. Prepare and distribute or post job vacancy announcements and advertisements.
- 7. Prepare, maintain, and distribute employee handbook as directed.
- 8. Prepare correspondence, forms, and reports according to district standards and requirements.

**Other**

- 9. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- 10. Greet visitors and assist employees and applicants to complete applications and required paperwork.
- 11. Assist with the preparation and distribution of employment contracts.
- 12. Maintain confidentiality.
- 13. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer; imaging equipment

**Posture:** Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light to moderate lifting and carrying (less than 44 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Computer Technician

**Exemption Status:** Nonexempt

**Reports to:** Chief Technology Officer

**Date Revised:**

**Dept./School:** Information Technology

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### Primary Purpose:

Perform on-site technical work to install and maintain computer equipment and network and software applications throughout the district or at assigned campus. Respond to work order requests by diagnosing and repairing network and computer hardware.

### Qualifications:

#### Education/Licensure:

High school diploma or GED  
Clear and valid driver's license

#### Special Knowledge/Skills:

Knowledge of computer workstation setup  
Knowledge of computer hardware and software applications  
Ability to install, maintain, and repair computers and peripherals  
Ability to install and maintain network cables and hardware  
Ability to diagnose problems and perform repairs

#### Experience:

 years of work experience installing, maintaining, and repairing computers and peripherals

### Major Responsibilities and Duties:

#### Technical Support

1. Install, configure, maintain, and upgrade computers and peripherals, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.
2. Provide technical assistance to users of computers, instructional equipment, and software.
3. Install and configure application and operating system software and upgrades.
4. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.
5. Assist with the organization and distribution of technology-based material for classroom use.

#### Equipment Repair and Maintenance

6. Diagnose and repair network connectivity and hardware issues, including printers, terminals, and personal computers.

- 7. Remove old equipment and perform data migration to new machines.
- 8. Service equipment according to established preventive maintenance schedule. Maintain accurate updated records of preventive maintenance.
- 9. Maintain accurate records of time and materials required to perform repairs and service.

**Inventory**

- 10. Maintain accurate inventory of hardware, software, and other equipment and material at assigned site(s).
- 11. Identify, request, and control the inventory of repair parts.

**Other**

- 12. Compile, maintain, and file all physical and computerized reports, records, and other documents.
- 13. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
- 14. Comply with all district and campus routines and regulations.
- 15. Follow district safety protocols and emergency procedures.
- 16. Respond to after-hours emergencies as needed.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; personal computers; small truck or van

**Posture:** Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

**Lifting:** Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel; May be required to be on-call 24 hours a day.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Data Entry Clerk

**Exemption Status:** Nonexempt

**Reports to:** Chief Technology Officer

**Date Revised:**

**Dept./School:** Information Technology

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**Primary Purpose:**

Under close supervision perform data entry including, but not limited to, accounting, personnel, budget, demographics, attendance, and grades into computer databases.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Ability to use software to develop spreadsheets, perform data analysis, and do word processing.

Proficient in keyboarding, 10-key numerical data entry, and file maintenance.


Effective organizational, communication, and interpersonal skills.

Ability to speak, read, and understand English.

Ability to understand detailed written or oral instructions.

Ability to meet established deadlines.

**Experience:**

 years data entry experience

**Major Responsibilities and Duties:**

**Records and Reports**

1. Key alphabetic, numeric, or symbolic data from source document and verify results according to procedures provided.
2. Identify deficiencies in source documents and return them to originator for correction.
3. Compile, maintain, and file all reports, records, and other documents as required including attendance reports, class or personnel rosters, end-of-semester reports, and accounting reports.

**Other**

4. Maintain confidentiality.
5. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting



**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Chief Technology Officer

**Exemption Status:** Exempt/Executive  
or Administrative

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Information Technology

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**Primary Purpose:**

Responsible for the overall management of the Information Technology Department and strategic planning of technology systems districtwide. Provide expertise and direction in the development, deployment, and use of information technology in the district.

**Qualifications:**

**Education:**

Bachelor's degree in computer science or related field

**Special Knowledge/Skills:**

Knowledge of computer network, hardware, and software applications


Knowledge of computer applications development and implementation

Ability to manage budget and personnel; coordinate district function; implement policy and procedure

Excellent organizational, communication, and interpersonal skills

Ability to interpret data

**Experience:**

 years of experience in supervision and management of an information systems department for a large organization

**Major Responsibilities and Duties:**

**Technology and Information Management**

1. Analyze complex business needs presented by schools and administrative departments and develop and implement technical solutions. Explain technology solutions to senior management through presentation and advocacy.
2. Manage, direct, and assign priorities and personnel to major projects to ensure attainment of district and department goals and objectives.
3. Develop and implement district standards and specifications for hardware and software use, and computer networking.
4. Devise, develop, implement, and maintain systems of internal controls, emergency and backup procedures, proper licensing, system upgrades, and disaster recovery plans to ensure integrity of information, security of databases, and internal network access control.

5. Oversee support between the education service center and district staff, including programming, application support, and end-user support.

### **Policy, Reports, and Law**

6. Implement and comply with federal and state law, State Board of Education rules and regulations, and local board policy in the area of information management and technology.
7. Compile, maintain, and file all reports, records, and other documents as required.
8. Participate in the research of and application for technology-related grants or revenue sources.
9. Follow district safety protocols and emergency procedures.

### **Budget and Inventory**

10. Develop and administer the information technology budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
11. Coordinate the purchase of all computer hardware, software, and supplies; initiate purchase orders and bids in accordance with budgetary limitations and district policies.

### **Personnel Management**

12. Prepare, review, and revise technology department job descriptions.
13. Train, supervise, and evaluate staff, and make recommendations relative to assignment, retention, discipline, and dismissal.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of information technology department employees.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including computer

**Posture:** Prolonged sitting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is primarily performed in an office environment with frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*This position will not meet the executive exemption test if the employee supervises fewer than two full time employees.*

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Network Technician **Exemption Status/:** Nonexempt  
**Reports to:** Chief Technology Officer **Date Revised:**  
**Dept./School:** Information Technology

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**Primary Purpose:**

Install, test, and maintain the district's network hardware, personal computers, software, and related equipment. Diagnose and resolve network problems.

**Qualifications:****Education/Certification:**

Bachelor's degree in computer science or management information systems, or equivalent experience in network administration

Novell Certified Network Engineer (CNE) *(include if applicable)*

Microsoft Certified Systems Engineer (MCSE) *(include if applicable)*

Cisco Certified Network Professional (CCNP) *(include if applicable)*

CompTIA Network Engineer *(include if applicable)*

**Special Knowledge/Skills:**

Knowledge of LAN and WAN network design and installation

Knowledge of network hardware and software applications including network servers, printers, and other equipment

Ability to work with multiple operating systems and network protocols

Ability to analyze and resolve computer network problems

Strong organizational, communication, and interpersonal skills

**Experience:**

     years experience performing network maintenance

**Major Responsibilities and Duties:****Network Support**

1. Install and test network hardware, software, and upgrades, and identify and resolve issues. Implement and maintain all system configurations and perform system maintenance.
2. Monitor and analyze system utilization; recommend improvements as needed.
3. Assist with the installation, maintenance, troubleshooting, and repair of network equipment.
4. Diagnose and repair network connectivity and hardware issues.
5. Maintain network design and configuration documentation. Work with end users to identify needs and correct problems.

**Network Security**

- 6. Implement, and maintain districtwide network security for all systems by maintaining network, Internet, and e-mail accounts.
- 7. Run backup procedures on all networks and workstations on a regular basis and restore district data as needed.
- 8. Contribute to the development and implementation of a disaster recovery plan as it relates the district’s network.

**Other**

- 9. Work with software and hardware vendors to maintain appropriate product support.
- 10. Compile, maintain, and file all reports, records, and other documents required.
- 11. Comply with federal and state laws, State Board of Education rules and regulations, and local board policy.
- 12. Respond to after-hours emergencies as needed.
- 13. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers

**Posture:** Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

**Lifting:** Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

**Environment:** Occasional prolonged and irregular hours; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day; may be exposed to electrical hazards.

**Mental Demands:** Work with frequent interruptions; emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Network Administrator **Exemption Status:** Exempt/Computer Employee  
**Reports to:** Chief Technology Officer **Date Revised:**  
**Dept./School:** Information Technology

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**Primary Purpose:**

Administer and operate the district's central administrative computer networks. Develop, maintain, and monitor all district local area networks (LAN), wireless local area networks (WLAN), and wide area networks (WAN). Responsible for installation, testing, and oversight of all network hardware, personal computers, software, and related equipment.

**Qualifications:****Education/Certification:**

Bachelor's degree in computer science or management information systems, or equivalent experience in network administration  
Certified Novell Engineer certification (CNE) *(include if applicable)*  
Microsoft Certified Solutions Expert certification (MCSE) *(include if applicable)*  
Cisco Certified Networking Professional (CCNP) *(include if applicable)*  
CompTIA Network Engineer *(include if applicable)*

**Special Knowledge/Skills:**

Knowledge of LAN, LWAN, and WAN network design and installation  
Knowledge of network hardware and software applications including network servers, printers, and other equipment  
Ability to work with multiple operating systems and network protocols  
Ability to analyze and resolve computer network problems  
Strong organizational, communication, and interpersonal skills

**Experience:**

 years experience performing network maintenance

**Major Responsibilities and Duties:****Network Management**

1. Oversee the installation and testing of network hardware, software, and upgrades, and identify and resolve issues. Implement and maintain all system configurations and ensure that system maintenance is performed.
2. Monitor and analyze system utilization; recommend improvements as needed.



### Network Security

3. Develop and oversee implementation and maintenance of security for all systems and networks.
4. Develop and recommend backup procedures to ensure that all network and workstation backups are performed on a regular basis and district data is restored as needed.
5. Assist with the development and implementation of a disaster recovery plan.

### Technical Support

6. Serve as liaison to software and hardware vendors to maintain appropriate product support.
7. Develop and maintain network design and configuration documentation. Consult with end users to identify need, analyze systems specifications, and correct related problems.

### Other

8. Identify and recommend the acquisition of software and hardware to meet the networking needs of the district.
9. Compile, maintain, and file all reports, records, and other documents required.
10. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
11. Follow district safety protocols and emergency procedures.

### Supervisory Responsibilities:

Monitor the work and issue work assignments to network and computer technicians.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers

**Posture:** Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

**Lifting:** Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

**Environment:** Work is performed in an office environment; frequent on-call and after-hours work; occasional districtwide travel; may be required to be on-call 24 hours a day.

**Mental Demands:** Work with frequent interruptions; emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** District Data Coordinator

**Exemption Status:** Nonexempt

**Reports to:** Chief Technology Officer

**Date Revised:**

**Dept./School:** Information Technology

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**Primary Purpose:**

Under moderate supervision, coordinate the collection and reporting of district data.

**Qualifications:**

**Education:**

Bachelor's degree

**Special Knowledge/Skills:**

Ability to maintain accurate and auditable records.

Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing.

Proficient in keyboarding, 10-key numerical data entry, and file maintenance skills.


Ability to perform basic math

Ability to meet established deadlines.

Strong organizational, communication, and interpersonal skills.

Ability to understand detailed written or oral instructions.

**Experience:**

 years experience in school district administrative support position requiring collecting and entering data; experience using coding systems

**Major Responsibilities and Duties:**

**Records and Reports**

1. Coordinate the collection, integration, and formatting of all data required for submission.
2. Work cooperatively with campus, business office, and personnel office staff to collect, organize, and format data required to submit district data according to prescribed state deadlines.
3. Run edits, reports, and verification checks on data to ensure accuracy of information. Distribute edits and reports to appropriate staff for analysis, verification, and correction.
4. Submit complete and accurate data for processing using computer terminal or personal computer.
5. Verify data submitted to Department of Education and submit corrections in a timely manner.

**Training and Technical Support**

- 6. Provide training and support to campuses and to business and personnel office staff responsible for processing data.

**Other**

- 7. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
- 8. Compile, maintain, and file all reports, records, and other documents as required.
- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Technology Secretary

**Exemption Status:** Nonexempt

**Reports to:** Chief Technology Officer

**Date Revised:**

**Dept./School:** Information Technology

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**Primary Purpose:**

Perform administrative duties related to the daily operation of technology department office and provide clerical services to the director of information services and other staff.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient keyboarding and file maintenance skills

Knowledge of correct English usage, grammar, spelling and punctuation

Basic math skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Effective organizational, communication, and interpersonal skills

**Experience:**

■ years secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare correspondence, memorandums, forms, requisitions, and reports for the technology department office.
2. Compile, maintain, and file all reports, records and other documents as required.

**Phones**

3. Answer incoming calls, take reliable messages, and route to appropriate staff; handle questions and requests that fall within level of responsibility.

**Accounting**

4. Prepare, process, and track all purchase orders and payment authorizations in accordance with budgetary limitations and district policies.
5. Perform routine bookkeeping tasks to maintain department budget records.
6. Monitor and process personnel time records including leave requests and reports; compile and submit to central office.

**Other**

- 7. Order office supplies for the department.
- 8. Maintain a schedule of appointments for the director of information services.
- 9. Receive, sort, and distribute mail and other documents to department staff.
- 10. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Web Administrator **Exemption Status:** Exempt/Computer  
**Reports to:** Chief Technology Officer **Date Revised:**  
**Dept./School:** Information Technology

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**Primary Purpose:**

Responsible for district Internet and intranet technical functions. Design, enhance, and maintain the district's Internet and intranet sites. Ensure the technical effectiveness, and functionality for the district website.

**Qualifications:****Education:**

Associate's degree in computer science, business, or other related field

**Special Knowledge/Skills:**


Proficiency with web programming languages used on district sites (e.g., Java, Javascript, Python, C, C#, C++, Objective-C, Ruby, Perl, PHP, HTML, ASP.NET) and other web-based technologies

Extensive knowledge of Internet infrastructure and practices, graphic design, and computer file management

Ability to detect, analyze, and solve technical problems

Strong organizational, communication, and interpersonal skills

**Experience:**

 years of related web programming experience

**Major Responsibilities and Duties:****Web Administration**

1. Design and maintain district website and intranet using tools such as Java, Javascript, Python, C, C#, C++, Objective-C, Ruby, Perl, PHP, HTML, ASP.NET or other web-based technologies.
2. Consult with management to evaluate and implement tools and methods to deploy district information on the Internet and intranet.
3. Create and analyze reports on web activity, number of hits, traffic patterns, and similar performance metrics
4. Recommend network, server, and related equipment, and software upgrades and improvements.
5. Maintain and administer all legal domains owned by the district.
6. Assist in the development, documentation, and communication of acceptable use of electronic communications policy, regulations, and standards.
7. May train staff in the use of the Internet, intranet, or related technology.

**Security**

- 8. Ensure data integrity and security through appropriate protection from intruders, viruses and other potentially harmful web-related technologies.

**Other**

- 9. Compile, maintain, and file all reports, records, and other documents as required.
- 10. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
- 11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Computer; standard office equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Instructional Technology                      **Exemption Status:** Exempt/Executive\*  
**Reports to:** Director of Schools    **Date Revised:**  
**Dept./School:**

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**Primary Purpose:**

Direct and manage the district's instructional technology program. Develop and implement districtwide technology-based staff development and training programs to facilitate the effective use of technology tools in instructional programs. Contribute to the development of short- and long-range plans for the integration of technology into the instructional program.

**Qualifications:****Education/Licensure:**

Bachelor's degree  
Valid Tennessee teaching license

**Special Knowledge/Skills:**

Knowledge of instructional software applications  
Knowledge of technologies available for use in instructional setting  
Knowledge of curriculum design and implementation  
Ability to develop and deliver technology training to adult learners  
Strong organizational, communication, and interpersonal skills

**Experience:**

years teaching experience  
 years experience working with instructional software

**Major Responsibilities and Duties:****Staff Development**

1. Oversee the development and implementation of a comprehensive staff development plan for the use of instructional technology in the classroom.
2. Provide staff development to teachers and administrators in the use of teaching techniques that incorporate technology in the delivery of existing curriculum.
3. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district.

**Curriculum Development**

4. Work cooperatively with other curriculum development staff to smoothly and effectively integrate technology into the instructional curriculum.

5. Coordinate the writing of curriculum for technology-based programs.
6. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.

**Budget and Inventory**

7. Compile cost estimates used in the budgeting process and administer the instructional technology budget ensuring that program is cost-effective and funds are managed prudently.
8. Coordinate the selection of instructional technology equipment and software. Maintain a database of all instructional software and licensing in the district.
9. Provide expertise in developing bids for purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials used for the instructional programs.

**Policy, Reports, and Law**

10. Assist in the development of administrative procedures regarding technology issues.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
12. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
13. Follow district safety protocols and emergency procedures.

**Personnel Management**

14. Train, supervise, and evaluate instructional technology staff and make recommendations relative to assignment, retention, discipline, and dismissal.
15. Develop training options and improvement plans for instructional technology personnel to ensure best operation of programs.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of campus technology specialists.

**Working Conditions:**

**Tools/Equipment Used:** Standard office equipment, including personal computer; standard instructional equipment

**Posture:** Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequently work prolonged or irregular hours. Frequent districtwide travel.

**Mental Demands:** Work with frequent interruptions. Maintain emotional control under stress.

*\*This position will not meet the executive exemption test if the employee supervises fewer than two full time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Instructional Technology Specialist                      **Exemption Status:** Exempt/Administrator  
in an Educational Establishment

**Reports to:** Director of Instructional Technology                      **Date Revised:**

**Dept./School:**

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### Primary Purpose:

Develop and train instructional staff to effectively incorporate the use of technology into instructional programs and curriculum.

### Qualifications:

#### Education/Licensure:

Bachelor's degree  
Valid Tennessee teaching license

#### Special Knowledge/Skills:

Knowledge of instructional software applications  
Ability to develop and deliver technology training to adult learners  
Knowledge of curriculum and technology used in instructional setting  
Strong organizational, communication, and interpersonal skills

#### Experience:

     years teaching experience

### Major Responsibilities and Duties:

#### Training

1. Design, develop, and present effective campus- and district-level staff development on the use of technology-based instructional strategies in the classroom. Assess participant acquisition of skills using a variety of evaluation procedures and conduct follow-up training based on results.
2. Design individual instructional modules, instructional materials, and training aides that incorporate the use of technology into the existing curriculum.
3. Work with principal(s) and campus committees in planning technology training, implementing technology plans, and selecting instructional equipment and software.
4. Work with district technology staff and outside vendors to ensure that teachers and administrators have the support, equipment, and materials needed to implement technology-based instruction.
5. Monitor and evaluate implementation of technology-based curriculum at the campus level.

#### Budget and Inventory

6. Assist principal to administer campus budget for instructional technology expenditures.

- 7. Monitor purchase and use of legal software at the campus level.

**Other**

- 8. Compile, maintain, and file all reports, records, and other documents required.
- 9. Comply with federal and state law, State Board of Education rules and regulations, and local board policy. Comply with all district and campus routines and regulations.
- 10. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer; standard instructional equipment

**Posture:** Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Library and Media Services      **Exemption Status:** Exempt/Professional  
**Reports to:** Director of Schools      **Date Revised:**  
**Dept./School:** Library Services

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**Primary Purpose:**

Oversee the administration of district library/media centers and coordinate the delivery of library/media services to meet the educational needs of all students. Ensure that services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information are provided.

**Qualifications:****Education/Certification:**

Master's degree  
Valid Tennessee teaching license  
Applicable Library Information endorsement

**Special Knowledge/Skills:**

Knowledge of library and information science  
Knowledge of bidding, purchasing, and contracting procedures  
Ability to instruct and manage student behavior  
Ability to develop training and present information to adult learners  
Ability to maintain accurate and auditable records  
Strong organizational, communication, and interpersonal skills

**Experience:**

\_\_\_\_\_ years experience in library/media center in public school setting

**Major Responsibilities and Duties:****Library Programs**

1. Develop and implement an effective district wide library program that meets identified educational needs and creates a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
2. Develop a library/media center program evaluation process and oversee the continuous evaluation and improvement process. Make changes based on analysis of the findings.
3. Direct and oversee collection development and coordinate the selection of library media and equipment in district library media centers to ensure consistency with the instructional program.
4. Develop and implement a plan to encourage community and parent involvement.

**Instruction**

5. Develop and deliver professional development for library personnel in areas related to supporting student learning and improving student achievement through the use of library and information services.
6. Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources. May assist teachers in preparation of bibliographies and curriculum guides.
7. Ensure that library users receive appropriate assistance to locate and use resources and apply research techniques.
8. Collaborate with campus administrators and curriculum and instruction staff to ensure that campus library/media centers are actively engaged in and contributing to instructional programs of the school.

**Personnel Management**

9. Assign work to campus library/media specialists and oversee completion.
10. Assist campus administrators in hiring and evaluating library/media specialists. Participate in the recruitment, selection, and training of library/media center personnel and make recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

**Administration**

11. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
12. Oversee the purchase of materials and equipment for district libraries through competitive bid. Approve purchase orders and monitor purchase requisitions to determine accuracy.
13. Coordinate inventories of library media and equipment.
14. Compile, maintain, and file all reports, records, and other documents as required.
15. Comply with federal and state laws, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.
16. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of campus library/media specialists, student aides, and volunteers.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard library equipment including imaging equipment; standard instruction equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; occasional climbing ladders

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; work alone; frequent districtwide travel; exposure to biological and chemical hazards such as mold and dust;

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Librarian **Exemption Status:** Exempt/Professional  
**Reports to:** Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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### Primary Purpose:

Direct the operation of the school library/media center. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school.

### Qualifications:

#### Education/Certification:

Master's degree  
Valid Tennessee teaching license  
Applicable Library Information endorsement

#### Special Knowledge/Skills:

Knowledge of library and information science  
Ability to instruct and manage student behavior  
Strong organizational, communication, and interpersonal skills

#### Experience:

years experience in library/media center in public school setting

### Major Responsibilities and Duties:

#### Instruction

1. Provide group instruction and individual guidance to students and other library users to help them locate resources and use research techniques. Serve as an information resource for users of library/media center materials.
2. Work with teachers to convey appropriate use of materials and help schedule materials for classroom instructional use. Encourage the appropriate use of video programming and other media for educational purposes.
3. Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources.

#### Library Programs

4. Plan and implement an effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.

5. Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
6. Assist teachers in preparation of bibliographies and curriculum guides.
7. Develop and maintain up-to-date resource files including instructional program schedules and other community resources.
8. Use appropriate and effective techniques to encourage community and parent involvement.
9. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.

**Student Management**

10. Carry out student discipline in accordance with board policies and administrative regulations.

**Administration**

11. Compile, budget and cost estimates based on documented program needs.
12. Compile, maintain, and file all reports, records, and other documents required.
13. Comply with federal and state laws, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.
14. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Direct the work of clerical aide(s), student aides, and volunteers.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard library equipment including imaging equipment; standard instruction equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

**Lifting:** Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Library Specialist	<b>Exemption Status:</b>	Nonexempt
<b>Reports to:</b>	Principal/Librarian	<b>Date Revised:</b>	
<b>Dept./School:</b>	Assigned Campus		

**Primary Purpose:**

Responsible for day-to-day on-site operation of campus library. May work under minimal supervision or oversight by a district librarian.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient keyboarding and file maintenance skills  
 Ability to use library and media center resources to conduct research  
 Ability to follow district cataloging system  
 Ability to instruct and manage student behavior  
 Excellent, organizational, communication and interpersonal skills

**Experience:**

▮ years experience working with children  
 ▮ years library experience

**Major Responsibilities and Duties:**

**Library Program Support**

1. Implement school library program and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of student.
2. Help library patrons use library/media center resources including computers and other equipment.
3. Make recommendations for acquisitions of materials and equipment as needed.

**Instructional Support**

4. Provide individual and group instruction for students and other library users and help them locate resources and use research techniques.
5. Reinforce reading instruction as directed by teachers. May read to small groups of students and listen to individual students read aloud.
6. Schedule and prepare materials and reserve collection for classroom instructional use.

**Accounting and Inventory**

7. Maintain library catalog. Process, organize, distribute, and maintain inventory of library/media center resources. Request and schedule use of materials from outside sources.
8. Perform routine maintenance and repair books, magazines, materials, and equipment. Arrange for repair at outside facilities (e.g., bindery) as directed.

**Clerical Support**

9. Prepare bibliographies, forms, purchase orders, requisitions, and routine correspondence according to standard procedures.
10. Compile, maintain, and file all reports, records, and other documents as required.

**Student Management**

11. Monitor students and maintain appropriate student behavior and an orderly atmosphere.

**Other**

12. Assign work to parent volunteers and student aides and oversee completion.
13. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to parent volunteers and student aides.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard library equipment including imaging equipment; standard instructional equipment

**Posture:** Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

**Lifting:** Frequent light lifting and carrying (less than 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

**Mental Demands:** Work with frequent interruption; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Custodial Services Supervisor

**Exemption Status:** Exempt/Executive\*

**Reports to:** Director of Maintenance

**Date Revised:**

**Dept./School:** Maintenance

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**Primary Purpose:**

Direct and manage custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**Qualifications:**

**Education/Licensure:**

High school diploma or GED  
Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

Knowledge of routine custodial practices and methods  
Knowledge of equipment, chemicals, and materials used in cleaning processes  
Knowledge of minor repair techniques and building and grounds maintenance  
Ability to manage personnel  
Effective planning and organizational skills

**Experience:**

years experience in custodial services  
 years supervisory experience

**Major Responsibilities and Duties:**

**Custodial Management**

1. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
2. Establish and oversee work schedules and procedures for the regular custodial care of all district facilities and special custodial projects. Make work assignments and arrange for substitute custodians as needed.
3. Inspect all district buildings and facilities and schedule cleaning and repairs as needed.
4. Provide training and orientation to all custodians related to cleaning procedures and the safe and proper use of chemicals and equipment.
5. Coordinate the moving and delivery of district furniture, equipment, and other heavy or bulky materials.
6. Direct the set-up of facilities for special events.

**Safety**

7. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train custodians on proper and safe use of equipment and chemicals.
8. Ensure that established safety procedures are followed including lifting and climbing. Make sure that tools and equipment are operated and chemicals handled according to established safety procedures.
9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
10. Follow established procedures for locking, checking, and safeguarding facilities.
11. Follow district safety protocols and emergency procedures.

**Inventory and Equipment**

12. Evaluate and recommend custodial supplies and equipment to be used.
13. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment. Ensure that maintenance is completed and equipment is in safe operating condition. Recommend replacement of existing equipment when necessary.
14. Conduct regular inventory of physical equipment and supplies and maintain accurate records. Order tools, equipment, and supplies as needed.

**Other**

15. Assist in the preparation of department budget.
16. Train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
17. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (time cards, tardiness, and absenteeism).

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of custodians and lead custodians.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions



**Motion:** Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Lead Custodian **Exemption Status:** Nonexempt  
**Reports to:** Custodial Services Supervisor/Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Responsible for on-site leadership of campus custodial operations. Establish and follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**Qualifications:****Special Knowledge/Skills:**

Ability to understand and execute detailed written or oral instructions  
Knowledge of cleaning, maintenance, and safety procedures  
Ability to perform minor repairs  
Ability to properly handle cleaning supplies  
Effective organizational, communication, and interpersonal skills

**Experience:**

■ years experience in custodial services

**Major Responsibilities and Duties:****Custodial Management**

1. Assign work to campus custodians and oversee completion according to district standards. Train custodians as needed.

**Cleaning**

2. Implement and maintain established cleaning schedules that include emptying waste and cleaning floors, windows, furniture, equipment, and restrooms.
3. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
4. Comply with local laws and procedures for storage and disposal of trash.
5. Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

**Maintenance and Repair**

6. Make minor building repairs as needed and report needed major repair to supervisor.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.

- 8. Assist in setting up facilities for regular and special events and move furniture or equipment within building as directed by principal.

**Safety**

- 9. Assume responsibility for opening and closing building each school day. Check daily to ensure that all exit doors are open, and all panic bolts are working properly during hours of building occupancy. Ensure that procedures for locking, checking, and safeguarding facilities are followed.
- 10. Inspect machines and equipment for safety and efficiency.
- 11. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
- 12. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 13. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to building custodians.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Buffer, stripper, wet and dry vacuum cleaner, shampooer, lawn mower, edger, and weed eater; small hand tools; small power tools

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Custodian **Exemption Status:** Nonexempt  
**Reports to:** Custodial Services Supervisor/Principal **Date Revised:**  
**Dept./School:** Assigned Campus

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**Primary Purpose:**

Clean and maintain district facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**Qualifications:****Special Knowledge/Skills:**

Ability to read and understand instructions for cleaning, maintenance, and safety procedures  
Knowledge of minor repair techniques and building and grounds maintenance  
Ability to operate cleaning equipment and lift heavy equipment  
Ability to properly handle cleaning supplies

**Major Responsibilities and Duties:****Cleaning**

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

**Maintenance and Repair**

5. Assist with lunchroom set up, including arranging tables and chairs.
6. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff. Make minor building repairs as needed and report major repair needs to principal.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.

- 8. Move furniture or equipment within building as directed by principal.
- 9. Assist in setting up facilities for special events.

**Safety**

- 10. Assist with opening and closing building each school day checking to ensure that all exit doors are open, and all panic bolts are working properly during hours of building occupancy. Follow established procedures for locking, checking, and safeguarding facilities.
- 11. Inspect machines and equipment for safety and efficiency.
- 12. Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate tools and equipment according to established safety procedures.
- 13. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 14. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Maintenance

**Exemption Status:** Exempt/Executive

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Maintenance

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**Primary Purpose:**

Direct and manage district's maintenance and custodial operations. Maintain physical school plant in excellent operating condition so that full educational use may be made at all times. Provide a physical environment that is functional, safe, clean, and attractive.

**Qualifications:**

**Education/Licensure:**

Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

Knowledge of basic principles of construction, school plant maintenance, and custodial operations

Ability to conduct on-site inspection of district facilities

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to read blueprints and schematics

Strong organizational, communication, and interpersonal skills

**Experience:**

■ years supervisory experience in maintenance operations

■ years experience in maintaining a large plant or building

**Major Responsibilities and Duties:**

**Building Maintenance and Repair**

1. Ensure that district facilities are functional, safe, clean, and well maintained.
2. Develop and maintain written departmental procedures for maintenance, repair, and operations of all district buildings and equipment. Ensure that work orders are processed and executed in a timely manner.
3. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.



**Policy, Reports, and Law**

4. Ensure compliance with federal and state law, State Board of Education rules and regulations, and local board policy.
5. Compile, maintain, and file all reports, records, and other documents required including timekeeping records.
6. Follow district safety protocols and emergency procedures.

**Budget and Inventory**

7. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
8. Plan and direct inventory and stock control program for equipment and supplies.
9. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.
10. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
11. Approve and forward invoices and purchase orders for maintenance department to accounting department.

**Personnel Management**

12. Train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
13. Prepare, review, and revise maintenance department job descriptions.

**Safety**

14. Maintain safety standards in conformance with federal, state, and insurance regulations and district requirements and develop a program of preventive safety.
15. Ensure that equipment is maintained in optimum operating condition.

**Other**

16. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of skilled craftsmen, lead custodians, grounds supervisors, and support staff assigned to maintenance department.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; district vehicle

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Grounds Foreman

**Exemption Status:** Nonexempt

**Reports to:** Director of Maintenance

**Date Revised:**

**Dept./School:** Maintenance

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**Primary Purpose:**

Responsible for on-site leadership of day-to-day grounds maintenance operation ensuring that district grounds are safe, neat, and attractive.

**Qualifications:**

**Special Knowledge/Skills:**

Knowledge of gardening and landscape maintenance  
Ability to read and interpret landscape plans  
Ability to perform mathematical calculations  
Ability to direct and supervise personnel  
Effective organizational, communication, and interpersonal skills

**Experience:**

years experience in gardening and landscape maintenance  
 years supervisory experience

**Major Responsibilities and Duties:**

**Grounds Maintenance and Landscaping**

1. Assign all grounds work and oversee completion. Arrange for contract labor when work cannot be performed by district staff.
2. Assign priority to work orders and process them, including tracking of labor and material use.
3. Interpret plans and sketches to carry out landscape designs.
4. Establish and maintain care and watering schedules, including spraying, fertilizing, and pruning, install, test, adjust, and repair sprinkler systems as needed.
5. Inspect grounds and facilities and initiate needed repairs, including the building and repair of fences and gates. Estimate the cost and time required for projects and order materials.

**Safety**

6. Provide training and orientation to all grounds personnel in safety procedures and proper and safe use of tools and equipment.
7. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Follow established procedures for locking, checking, and safeguarding equipment and facilities.
10. Follow district safety protocols and emergency procedures.

**Inventory and Equipment**

11. Prepare, implement, and maintain preventive maintenance schedules for tools and equipment. Ensure that maintenance is completed, and vehicles and equipment are in safe operating condition. Recommend replacement of existing equipment when necessary.
12. Monitor the storage and use of all grounds equipment, tools, and supplies. Conduct regular inventory of physical equipment and supplies, order equipment and supplies when needed, and maintain accurate records.

**Other**

13. Respond to after-hours emergency calls as needed.
14. Assist in preparation of department budget.
15. Assist in recruiting, screening, training, and evaluation of grounds employees.
16. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to grounds crews.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Groundskeeper

**Exemption Status:** Nonexempt

**Reports to:** Grounds Foreman

**Date Revised:**

**Dept./School:** Maintenance

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### Primary Purpose:

Maintain safe and attractive grounds and landscaping for the district. Maintain athletic fields.

### Qualifications:

**Education/Licensure:**

Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

Ability to understand detailed written or oral instructions

Ability to communicate effectively

Ability to operate power-driven equipment

### Major Responsibilities and Duties:

#### Grounds and Landscaping

1. Mow and detail all district grounds, including athletic fields.
2. Follow scheduled maintenance plan to care for lawns, trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
3. Plant shrubs and vegetation.
4. Assist with the preparation of athletic fields for games, including chalking fields.
5. Collect and dispose of leaves, dirt, rubbish, and refuse from district facilities.
6. Assist with the inspection, repair, and installation of sprinkler systems.

#### Safety

7. Operate tools and equipment according to prescribed safety procedures. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
9. Help keep vehicle, equipment, and tools in safe operating condition.
10. Inspect and adjust tools and equipment for safety and efficiency and perform preventive maintenance as needed.

11. Follow district safety protocols and emergency procedures.

**Other**

12. Transport workers and equipment to work sites throughout the district.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Garden tools; small hand tools; power tools; heavy equipment including backhoe, tractor, grader; and power mower; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical (herbicides and fertilizer) and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Maintenance Foreman **Exemption Status:** Nonexempt  
**Reports to:** Director of Maintenance **Date Revised:**  
**Dept./School:** Maintenance

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**Primary Purpose:**

Responsible for on-site leadership of maintenance and repair services for assigned district facilities. Assist director of maintenance to maintain the physical school plant in a condition of operating excellence so that it may be fully used at all times.

**Qualifications:****Education/Licensure:**

Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

Specific knowledge of one craft used in building repair and maintenance including carpentry; electrical repair; heating, ventilation, and air conditioning; painting; or plumbing  
General knowledge of other crafts used in building repair and maintenance  
Ability to direct and supervise personnel  
Ability to read blueprints and schematics  
Ability to perform mathematical calculations  
Effective organizational, communications, and interpersonal skills

**Experience:**

Four years experience in a craft field  
[redacted] years supervisory experience

**Major Responsibilities and Duties:****Facilities Maintenance and Repair**

1. Assign work to craft personnel and oversee completion. Initiate contract repair when work cannot be performed by district staff.
2. Assign priority to maintenance work orders and process them. Work cooperatively with principals and facilities managers to schedule and complete repairs.
3. Estimate cost of repair projects including labor, materials, and other related costs.
4. Perform repairs and assist skilled workers to complete repairs as needed.

**Inspection**

5. Inspect all district buildings and facilities and initiate repairs as needed.
6. Conduct on-site inspection of completed repair projects. Monitor and inspect contract work.



**Safety**

7. Provide training and orientation to all skilled workers in safety procedures and proper use of tools and equipment.
8. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
10. Follow established procedures for locking, checking, and safeguarding facilities.

**Inventory and Equipment**

11. Prepare, implement, and maintain preventive maintenance schedules for tools and equipment. Ensure that maintenance is completed, and equipment is in safe operating condition. Recommend replacement of existing equipment when necessary.
12. Conduct regular inventory of physical equipment and supplies and maintain accurate records. Order tools, equipment, and supplies as needed.

**Other**

13. Respond to after-hours emergency calls as needed.
14. Assist in the preparation of department budget.
15. Assist in recruiting, screening, selection, training, and evaluation of maintenance employees.
16. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
17. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

Monitor the work and issue work assignments to skilled maintenance workers.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Small hand tools; power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** General Maintenance Worker **Exemption Status:** Nonexempt  
**Reports to:** Director of Maintenance/Principal **Date Revised:**  
**Dept./School:** Maintenance

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**Primary Purpose:**

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district. Assist with maintenance of grounds.

**Qualifications:****Education/Licensure:**

Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

Ability to follow verbal and written instructions

Knowledge of basic construction and routine maintenance and repair procedures

Ability to communicate effectively (verbally)

Ability to operate hand and power tools

Ability to work independently

**Experience:**

years experience in general building maintenance

**Major Responsibilities and Duties:****Maintenance and Repair**

1. Assist skilled workers with repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.
3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
4. Complete repairs as directed on work orders or by maintenance foreman.
5. Assist with mowing and detailing of district grounds.
6. Move, install, assemble, and repair all school furniture and playground equipment as needed.

**Safety**

- 7. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.
- 8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 9. Maintain tools and equipment and perform preventive maintenance as required.
- 10. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Small hand tools, power tools, and measuring tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Safety Coordinator

**Exemption Status:** Exempt/Administrative

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Risk Management

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**Primary Purpose:**

Responsible for development and implementation of a comprehensive districtwide environmental health and safety program. Ensure that measures are taken to minimize hazards and safeguard the wellbeing of employees. Oversee compliance with all state and federal statutes relating to worker safety.

**Qualifications:**

**Education:**

Associate's degree in occupational safety or bachelor's degree in any field or equivalent experience  
Certified Safety Professional (CSP) or Occupational Hygiene and Safety Technologist (OHST)

**Special Knowledge/Skills:**

Knowledge of health and safety programs and applicable laws  
Ability to interpret and disseminate information to individuals and groups  
Ability to use software to develop spreadsheets and perform data analysis  
Ability to provide effective safety training programs  
Ability to apply principles of measurement and analysis to evaluate safety performance  
Effective communication and interpersonal skills

**Experience:**

Two years experience in safety management, occupational safety and health, or related field

**Major Responsibilities and Duties:**

**Safety Program Management**

1. Develop and implement comprehensive district environmental health and safety programs including hazardous materials, fire safety, and transportation safety programs. Conduct safety meetings and provide safety training for all employees.
2. Investigate accidents involving employees and students. Conduct root cause analysis ("RCA") and report determinations according to district procedures.
3. Inspect facilities including all district buildings and playgrounds. Inspect machines and equipment for safety and efficiency. Work cooperatively with principals and department heads to correct critical deficiencies and recommend proper safety equipment, procedures, and training needed to provide a hazard-free workplace.
4. Review and analyze reports of injuries, property damage, and workers' compensation claims to identify trends and safety concerns and make adjustments to safety programs based on findings.

5. Work cooperatively with auxiliary department heads to develop safer methods to perform job tasks and recommend the use of safety equipment that will minimize hazards.
6. Oversee disposal of hazardous waste in accordance with state and federal regulations.
7. Administer the district's asbestos management plan in accordance with state and federal regulations and serve as the district's asbestos coordinator.
8. Contribute to development and implementation of the district's emergency plan including overseeing the district's fire safety program and emergency evacuation procedures.
9. Establish district safety committee(s) and attend meetings in an advisory capacity.

### **Budget and Inventory**

10. Assist to develop and administer department budget based on documented needs and ensure that operations are cost effectively and funds are managed wisely.
11. Monitor the selection and purchase of safety supplies, materials, and training from outside sources as needed.

### **Policy, Reports, and Law**

12. Develop and maintain district and department safety manuals. Maintain safety data sheets ("SDS") and provide information to employees and health care professionals as needed.
13. Compile, maintain, and file all reports, records, and other documents required.
14. Comply with federal and state law, State Board of Education rules and regulations, and local board policy in the area of safety program management.
15. Follow district safety protocols and emergency procedures.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; ladder; testing equipment; small truck or van

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; work around moving objects or vehicles; work alone; may work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Workers' Compensation Specialist

**Exemption Status:** Nonexempt

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Risk Management

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**Primary Purpose:**

Under minimal supervision, implement the district's workers' compensation program according to established policy, rules, and regulations. Process and provide timely notification and communication with employees, supervisors, and insurance carrier regarding workers' compensation claims.

**Qualifications:**

**Education:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of administration of workers' compensation program and applicable laws

Ability to interpret and disseminate information to individuals and groups

Effective communication and interpersonal skills

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

**Experience:**

     years workers' compensation claims administration experience

**Major Responsibilities and Duties:**

**Workers' Compensation Administration**

1. Receive and process accident reports and workers' compensation claims. File all insurance forms and Tennessee Department of Commerce and Insurance and the Bureau of Workers' Compensation reports including wage statements, first report of injury, supplement report, and job information in a timely manner.
2. Establish and maintain contact with injured employees and provide assistance with claims and obtaining health care as appropriate.
3. Communicate with workers' compensation insurance carrier, doctors, nurses, campuses, and health care providers to enable appropriate processing of claims.
4. Work closely with campus and department secretaries, supervisors, and administrators to facilitate reporting work-related illnesses and injuries.



- 5. Work with leave and benefit specialists to ensure appropriate use and access to applicable leave and insurance benefits.

**Records, Reports, and Correspondence**

- 6. Prepare correspondence and forms. Compile, maintain, and file all reports, records, and other documents as required including workers' compensation records and confidential medical certifications.

**Other**

- 7. Maintain confidentiality of information.
- 8. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** School Resource Officer\*                      **Exemption Status:** Nonexempt  
**Reports to:** Chief of Police/Director of Schools                      **Funding Source:**  
**Dept./School:** Assigned Campus(es)

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**Primary Purpose:**

Patrols district property to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforces all laws including municipal ordinances, county ordinances, and state laws. Works independently.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Officer of law enforcement agency within the jurisdiction  
Tennessee Peace Officer Standards and Training Commission Certification  
Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

General knowledge of criminal investigation, police report writing, and criminal laws  
Training and ability to subdue offenders, including use of firearms and handcuffs  
Bonded as required by state law  
Ability to pass required physical, psychiatric, and drug tests  
Ability to work well with youth and adults

**Experience:**

\_\_\_\_\_ years in law enforcement or related work experience

**Major Responsibilities and Duties:**

**Law Enforcement**

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
3. Investigate criminal offenses that occur within district's jurisdiction.
4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
5. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
6. Write effective legal incident reports.

7. Testify in court as needed.

**Consultation**

8. Work cooperatively with other police agencies to share information and provide other assistance.

**Safety**

9. Help provide traffic control at athletic events, school closings or openings, or at any other time.

10. Provide protection to or escort district personnel as needed.

11. Operate all equipment including firearms according to established safety procedures.

12. Follow district safety protocols and emergency procedures.

**Administration**

13. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

**Lifting:** Moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

**Other:** Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

*\*The district shall have a memorandum of understanding between the Board and the chief of a law enforcement agency that outlines reasonable communication and coordination efforts between school police department and law enforcement agencies that have overlapping functions.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Security Technician

**Exemption Status:** Nonexempt

**Reports To:** Director of Schools

**Funding Source:**

**Dept./School:** Security

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**Primary Purpose:**

Under general supervision, maintain, repair, and install electronic security and fire systems, services, and equipment for the district.

**Qualifications:**

**Education/Licensure:**

High School Diploma or GED  
Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

Knowledge of communication equipment, personal computers and security software, alarm systems, security cameras, motion detectors, and smoke detectors  
Ability to read blueprints, schematics, and written reference material  
Ability to communicate effectively  
Ability to perform mathematical calculations  
Ability to diagnose and resolve problems  
Ability to use hand and power tools

**Experience:**

One year experience working with electronic security systems

**Major Responsibilities and Duties:**

**Installation and Repair**

1. Diagnose and resolve problems in electronic security systems following established inspection procedures.
2. Install, repair, and maintain electronic alarm systems, cameras, recorders, security software, smoke detectors, and motion detectors using manuals, specifications, schematics, and blueprints.
3. Install and maintain the district's ID badge system.
4. Inspect completed jobs and ensure areas are clean.
5. Respond to emergency and routine service calls as needed.
6. Recommend repair or replacement of electronic security systems and equipment based on district needs. Estimate costs and assist with the preparation of formal bids.

**Safety**

- 7. Ensure that equipment is in safe operating condition.
- 8. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate tools and equipment according to established safety procedures.
- 9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 10. Follow district safety protocols and emergency procedures.

**Other**

- 11. Prepare and maintain accurate written records of services provided.
- 12. Train district employees to use security systems.
- 13. Provide appropriate security tapes as directed.
- 14. Work with building principals and supervisors to complete projects.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer, alarms, cameras, recorders, hand and power tools, ladders and lifts, light truck or van

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Continual walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, reaching overhead, keyboarding and use of mouse, driving

**Lifting:** Frequent moderate lifting (15–44 pounds)

**Environment:** Frequent exposure to extreme temperatures; work in tiring and uncomfortable positions, in small spaces, around electrical power lines, outside and inside.

**Mental Demands:** On call 24 hours a day; frequent districtwide travel

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Security Guard	<b>Exemption Status:</b>	Nonexempt
<b>Reports to:</b>	Principal/Assistant Principal	<b>Funding Source:</b>	
<b>Dept./School:</b>	Assigned Campus		

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**Primary Purpose:**

Under general supervision, provide security and protection for students, staff and visitors and prevents property loss due to theft or vandalism.

**Qualifications:****Education/Licensure:**

High School Diploma or GED  
Clear and valid Tennessee driver's license

**Special Knowledge/Skills:**

Ability to clearly and accurately record information  
Ability to follow verbal and written instructions  
Ability to work effectively with youths and adults  
Ability to communicate effectively (verbally)

**Major Responsibilities and Duties:****Student Management**

1. Patrol assigned campus. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
2. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
3. Control traffic and parking on campus grounds during school hours and at after-hours events.

**Security and Parking**

4. Register student vehicles and maintain accurate records of registration.
5. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.)
6. Assist law enforcement personnel as needed.
7. Give directions or act as a guide to authorized visitors.



- 8. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.
- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** District vehicle, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer

**Posture:** Prolonged sitting and standing

**Motion:** Strenuous walking and climbing stairs; occasional keyboarding and use of mouse, moderate driving

**Lifting:** Moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather); moderate exposure to noise and vehicle exhaust; frequent districtwide travel.

**Other:** Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions, including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

**Mental Demands:** Maintain emotional control under stress; prolonged hours; on call 24 hours a day

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Crossing Guard  
**Reports to:** Principal/Assistant Principal  
**Dept./School:** Assigned campus  
**Exemption Status:** Nonexempt  
**Funding Source:**

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**Primary Purpose:**

Work under minimal supervision to assist children and others to safely cross the street at assigned intersections during designated hours.

**Qualifications:****Special Knowledge/Skills:**

Basic knowledge of traffic safety regulations  
Ability to identify and respond quickly to traffic safety hazards  
Ability to communicate instructions effectively to both children and adults  
Ability to read, understand, and follow written instructions

**Major Responsibilities and Duties:**

1. Assist children and other community members to safely cross the street at assigned intersections during designated hours.
2. Identify potential traffic safety hazards and respond quickly to protect children and avoid incidents.
3. Ensure a smooth and expedient flow of both vehicular and foot traffic.
4. Follow and uphold district safety requirements and report traffic violations and student misconduct in accordance with district procedures.
5. Communicate safety and traffic rules to students and parents as needed.
6. Correct unsafe conditions when possible and report any conditions that are not correctable to supervisor as soon as practicable.

**Other**

7. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Handheld traffic signs, traffic cones, reflective safety attire

**Posture:** Prolonged standing

**Motion:** Constant walking, grasping/squeezing, wrist flexion/extension, reaching

**Lifting:** Light lifting (less than 15 pounds)

**Environment:** Work outside (prolonged exposure to extreme temperatures, sunlight, and humidity); constant exposure to noise and vehicle exhaust; work around moving vehicles and on slippery and uneven surfaces

**Mental Demands:** Maintain emotional control under pressure; work with frequent interruption; may work alone

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Behavior Intervention Specialist                      **Exemption Status:** Exempt/Professional  
**Reports to:** Director of Special Education                      **Date Revised:**  
**Dept./School:**

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**Primary Purpose:**

Provide support and training for teachers, staff, and parents to address and manage children with challenging behaviors.

**Qualifications:****Education/Licensure:**

Bachelor's degree  
Valid Tennessee teaching license  
Applicable Special Education endorsement

**Special Knowledge/Skills:**

Knowledge of special needs of students in assigned area  
Knowledge of Individual Education Plan (IEP) goal setting and implementation  
Knowledge of behavior and social skill intervention techniques and methodology  
Ability to work with students with pervasive developmental disabilities  
Ability to develop and deliver training to adult learners  
Strong organizational, communication, and interpersonal skills

**Experience:**

     years experience as a special education teacher

**Major Responsibilities and Duties:****Instructional and Program Management**

1. Collaborate with teachers to design and develop behavioral intervention plans (BIP) and provide support to instructional staff in implementing BIPs and classroom management strategies.
2. Monitor the effectiveness of behavior intervention plans and recommend changes as needed.
3. Conduct functional behavioral assessment (FBA) based on observation of students in school, home, and community environments. Work with school staff and parents in teaching socially acceptable behaviors to students based on individual needs.
4. Work collaboratively with parent(s)/guardian(s), teachers, and other staff members to ensure success in meeting individual educational plan (IEP) goals.
5. Manage student behavior and administer discipline including intervening in crisis situations and physically restraining students as necessary according to IEP.

**Training and Staff Development**

- 6. Identify staff development needs, develop and present training, and coach campus personnel to continually develop and enhance behavioral assessment and intervention skills.
- 7. Provide behavior management training for parents as needed.

**Other**

- 8. Consult with district and outside resources regarding education, social, medical, and personal needs of students.
- 9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- 10. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- 11. Keep informed of and comply with federal, state, district, and school regulations and policies for special education.
- 12. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer, and other instructional equipment

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds); may require occasional heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment

**Environment:** Work inside, may work outside; regular exposure to noise; exposure to biological hazards

**Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Deaf Education Interpreter **Exemption Status:** Nonexempt  
**Reports to:** Director of Special Education **Date Revised:**  
**Dept./School:** Special Education

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**Primary Purpose:**

Provide interpreting services for hearing impaired students in a variety of educational settings.

**Qualifications:****Education/Certification:**

Valid School Service Personnel License  
Valid Tennessee School Educational Interpreter License

**Special Knowledge/Skills:**

Must be 18 years of age  
Ability to interpret in an educational setting  
Knowledge of interpreter role and Registry of Interpreters for the Deaf Code of Professional Conduct  
Ability to communicate effectively  
Ability to work with hearing impaired students  
Ability to read and interpret documents  
Ability to write routine reports and correspondence  
Ability to speak effectively to groups

**Experience:**

     years experience working with children

**Major Responsibilities and Duties:****Instructional Support**

1. Interpret in educational settings including classrooms, co-curricular activities, school-related programs and meetings, conferences, staff development, and other situations.
2. Tutor hearing impaired students under the direction of classroom teacher.
3. Assume responsibility for learning and adapting to each student's communication needs.
4. Keep teacher informed of special needs or problems of assigned students.

**Student Management**

- 5. Help supervise students throughout school day, inside and outside classroom including lunchroom, bus, and playground duty.
- 6. Help manage student behavior including intervening in crisis situations when necessary.

**Other**

- 7. Help maintain administrative records and prepare required reports.
- 8. Maintain confidentiality.
- 9. Participate in staff development training programs to improve job performance.
- 10. Participate in faculty meeting and special events as assigned.
- 11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Repetitive hand motions; moderate walking

**Lifting:** Regular light lifting and carrying (15 pounds or less)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Special Education

**Exemption Status:** Exempt/Executive\* or Administrator in an Educational Establishment

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Special Education

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**Primary Purpose:**

Direct and manage the district's special education program. Ensure that services are provided for special needs students and individualized education plans are provided to meet the needs of all students. Warrant compliance with all state, federal, and local requirements.

**Qualifications:**

**Education/Licensure:**

Master's degree

**Special Knowledge/Skills:**

Knowledge of federal and state special education law  
Understanding of the individual needs of special needs students  
Ability to communicate with all levels of special needs students and their parents  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Strong organizational, communication, and interpersonal skills

**Experience:**

■ years teaching experience in special education

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Oversee the development and delivery of special education curriculum and instructional programs that incorporate district goals and support student achievement. Ensure that curriculum renewal is continuous and responsive to student needs.
2. Develop and implement an effective special education referral process and ensure that student assessments and recommendations regarding placement and program management for individual students are completed in a timely manner.
3. Participate in committee meetings as needed to ensure that students are placed appropriately and development of individual education plans for students are consistent with board policy and administrative procedures. Ensure that student progress is evaluated on a systematic basis.
4. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness. Make changes when warranted.

5. Ensure that the necessary time, resources, materials, and technology to support accomplish educational goals are available. Encourage and support the development of innovative instructional programs.
6. Direct transition services for special education students entering and exiting public school programs.
7. Take an active role in the formulating and implementing contracts for special education students receiving services outside of the district.

**Student Management**

8. Demonstrate support for the district's student management policies and expected student behavior related to special education program.

**Policy, Reports, and Law**

9. Implement and comply with federal and state law, State Board of Education rules and regulations, and local board policy in area of special education. Recommend sound policies and procedures to improve program.
10. Compile, maintain, and file all reports, records, and other documents required.
11. Follow district safety protocols and emergency procedures.

**Budget and Inventory**

12. Develop and administer the special education budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
13. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.

**Personnel Management**

14. Prepare, review, and revise job descriptions in special education department.
15. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Communication and Community Relations**

16. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parent(s)/guardian(s), and community members.
17. Serve as district liaison to community agencies providing services to students and notify parent(s)/guardian(s) and students of available services.
18. Articulate the district's mission and goals in the area of special education to the community and solicit its support in realizing the mission.
19. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
20. Use appropriate and effective techniques to encourage community and parent involvement.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of special education support staff.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Occupational Therapist	<b>Exemption Status:</b>	Exempt/Professional
<b>Reports to:</b>	Director of Special Education	<b>Date Revised:</b>	
<b>Dept./School:</b>	Assigned Campus(es)		

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**Primary Purpose:**

Plan and provide therapy to students with mental, physical, or emotional disabilities. Provide therapeutic intervention to maximize physical or mental functioning, increase independent functioning, and/or adjust to disabilities.

**Qualifications:****Education/Licensure:**

Master's degree in occupational therapy or related program  
Valid Tennessee license as an occupational therapist granted by the Tennessee Board of Occupational Therapy

**Special Knowledge/Skills:**

Knowledge of rehabilitation procedures, activities, and equipment used in occupational therapy  
Ability to instruct students and manage their behavior  
Excellent organizational, communication, and interpersonal skills

**Experience:**

Six months experience as an occupational therapist

**Major Responsibilities and Duties:****Therapy**

1. Plan and provide direct and consultative services consistent with occupational therapy goals contained in students' Individual Education Plans (IEP). Evaluate student progress and make recommendations regarding occupational therapy services.
2. Design, construct, alter, and provide students with adaptive equipment and devices to promote maximum independence.
3. Assess students with disabilities and determine eligibility for services.

**Consultation**

4. Present staff development in assigned school as requested. Conduct one-on-one consultation with teachers, parent(s)/guardian(s), and others to assist with selection and use of adaptive equipment and material that will enhance student learning.

**Student Management**

- 5. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.
- 6. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

**Program Management**

- 7. Assist with the interpretation of assessment data, appropriate placement, and goal setting for students according to district procedures.
- 8. Develop and coordinate a continuing evaluation of the occupational therapy program and implement changes based on the findings.

**Administration**

- 9. Compile, maintain, and file all reports, records and other documents required.
- 10. Comply with federal and state law, State Board of Education rules and regulations, and local board policy. Comply with all district and campus routines and regulations.
- 11. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Special needs adaptive equipment; standard office equipment including computer

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Physical Therapist **Exemption Status:** Exempt/Professional  
**Reports to:** Director of Special Education **Date Revised:**  
**Dept./School:** Assigned Campus(es)

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**Primary Purpose:**

Plan and provide direct therapy to students with physical disabilities. Provide therapeutic intervention to eliminate or reduce problems or impairments that interfere with students' ability to derive full benefit from the educational program.

**Qualifications:****Education/Licensure:**

Master's degree in physical therapy or related program

Valid Tennessee license as a physical therapist granted by the Tennessee Board of Physical Therapy

**Special Knowledge/Skills:**

Knowledge of medical information and indications for physical therapy treatment

Skill in use of tests and measurements for assessing physical function

Ability to administer manual exercises and physical therapy treatments

Ability to instruct students and manage their behavior

Excellent organizational, communication, and interpersonal skills

**Experience:**

One year experience as a physical therapist

**Major Responsibilities and Duties:****Therapy**

1. Plan and provide direct and consultative services consistent with physical therapy goals contained in students' Individual Education Plans (IEP). Evaluate student progress and make recommendations regarding physical therapy services.

**Consultation**

2. Consult with district and outside personnel including referring healthcare provider, private therapists, and other medical staff regarding the physical and medical needs of students. Assist in the selection of equipment and adaptive materials.
3. Present staff development in assigned schools as requested. Conduct one-on-one consultation with teachers, aides, parents, and others to apprise them of individual student needs and requirements related to the student's physical therapy.

**Student Management**

- 4. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.
- 5. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

**Program Management**

- 6. Assist with interpretations of assessment data, appropriate placement, and goal setting for students with physical disabilities according to district procedures.
- 7. Develop and coordinate a continuing evaluation of the physical therapy program and make changes based on the findings.

**Administration**

- 8. Compile, maintain, and file all reports, records, and other required documents.
- 9. Comply with federal and state law, State Board of Education rules and regulations, and local board policy. Comply with all district and assigned campus routines and regulations.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Physical therapy equipment; special need adaptive equipment; standard office equipment including computer

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting nonambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under pressure

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Speech-Language Pathologist

**Exemption Status:** Exempt/Professional

**Reports to:** Director of Special Education

**Date Revised:**

**Dept./School:** Assigned Campus(es)

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**Primary Purpose:**

Plan and provide speech-language pathology services to students with speech, voice, or language disorders. Assess students and provide therapeutic intervention to eliminate or reduce problems or impairments that interfere with their students' ability to derive full benefit from the educational program.

**Qualifications:**

**Education/Licensure:**

Master's degree in speech-language pathology from an accredited college or university  
Valid School Service Personnel License  
Valid Tennessee Speech-Language Pathologist License

**Special Knowledge/Skills:**

Ability to use the accepted tests and measurements to assess communication disorders and conditions  
Knowledge of evaluation, habilitation, and rehabilitation of speech-language disorders and conditions  
Ability to instruct and manage student behavior  
Excellent organizational, communication, and interpersonal skills

**Experience:**

One year supervised clinical speech-language pathology experience

**Major Responsibilities and Duties:**

**Therapy**

1. Conduct independent evaluations to assess students with speech or language disorders and conditions and provide appropriate individual and group therapy to students consistent with speech and language goals contained in Individual Education Plans (IEP). Evaluate student progress and make determination regarding therapy services.
2. Develop clinical management strategies or procedures and diagnostic statements.
3. Assist in interpretation of assessment data, appropriate placement, and goal setting for students with communication disorders or conditions according to board policy and administrative procedures.

**Consultation**

4. Consult with colleagues, students, and parents regarding the accomplishment of therapy goals, the needs of the student, and involvement in remedial process.
5. Collaborate with classroom teachers to plan and implement classroom activities to improve communication skills of students.
6. Provide professional development in assigned schools to help school personnel identify and work more effectively with students with communication deficits.

**Student Management**

7. Create an environment conducive to learning and appropriate for the maturity level and interests of students.
8. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

**Program Management**

9. Develop and coordinate a continuing evaluation of speech-language pathology services and make changes based on the findings.
10. Participate in the selection of equipment and instructional materials.
11. Compile, maintain, and file all physical and computerized reports, records, and other required documents.
12. Comply with federal and state laws, State Board of Education rules and regulations, and board policy. Comply with all district and campus routines and regulations.
13. May supervise licensed speech-language pathology assistant(s) or speech aide(s).

**Other**

14. Follow district safety protocols and emergency procedures.

**Supervisory Responsibilities:**

May direct and monitor the work of speech-language pathology assistant(s) or speech aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard testing equipment; standard office equipment including compute

**Posture:** Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Regular light lifting and carrying (under 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under pressure

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Grant Writer **Exemption Status:** Exempt/Administrative  
**Reports to:** Director of Schools **Date Revised:**  
**Dept./School:** Special Programs

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**Primary Purpose:**

Prepare grant proposals and assist administrators to develop, implement, monitor, and evaluate grant-funded programs.

**Qualifications:****Education:**

Bachelor's degree

**Special Knowledge/Skills:**

Knowledge of trends, processes, and ethics in grant writing

Demonstrated skills in writing and editing

Ability to analyze complex information and synthesize into readable and persuasive written material

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to meet established deadlines

Strong organizational, communication, and interpersonal skills

**Experience:**

█ years grant writing experience

**Major Responsibilities and Duties:****Grant Preparation**

1. Research and identify grant opportunities and other funding sources and prepare grant applications and other associated materials according to required format.
2. Meet deadlines for preparation and submission of grant applications and grant-related reports as necessary to comply with grant requirements.

**Technical Support**

3. Review guidelines for eligibility requirements, disseminate information, and explain grant restrictions, regulations, priorities, and deadlines to administrators and staff.
4. Provide technical assistance and train staff to draft project proposals and reports, including the writing and development of program goals and objectives, budget, and interpretation of specifications for grant funding.

**Policy, Reports, and Law**

- 5. Maintain master files on grants, including a database to track and report all grant activities within the district. Compile, maintain and file all reports, records and other documents as required.
- 6. Monitor grant-funded programs and associated expenditures to ensure compliance with regulations and guidelines.
- 7. Comply with federal and state law, State Board of Education rules and regulations, and local board policy.
- 8. Follow district safety protocols and emergency procedures.

**Working Conditions:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged and irregular hours.

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** At-Risk Coordinator

**Exemption Status:** Exempt/Administrator in and Educational Establishment

**Reports to:** Director of Schools

**Date Revised:**

**Dept./School:** Special Programs

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### Primary Purpose:

Coordinate the district program for students in at-risk situations. Collaborate with district staff and outside personnel to provide educational and career opportunities for students at-risk.

### Qualifications:

**Education:**

Bachelor's degree

**Special Knowledge/Skills:**

Ability to interpret data


Knowledge of the juvenile judicial system

Knowledge of curriculum and instruction

Ability to speak effectively before groups of parents, students, and staff

Strong organizational, communication, and interpersonal skills

**Experience:**

 years experience as a classroom teacher

### Major Responsibilities and Duties:

#### Program Management

1. Develop and recommend procedures to identify and monitor at-risk students at all grade levels and ensure that the resources are in place to support student success.
2. Provide resources and materials to aid staff in accomplishing program goals and work with district staff to develop and encourage participation in programs that support at-risk students.
3. Provide information about school district and community resources available to students and their families and assist them to access those resources when needed. Coordinate education and community services for pregnant students.
4. Assist in the coordination and compliance with the Drug-Free Schools and Community Act.
5. Work with students, parent(s)/guardian(s), and staff to ensure students' academic success. Make alternative course work available to at-risk students through curriculum modification and acceleration.
6. Provide individual and small group career counseling to at-risk students.

- 7. Contribute to the development of program goals to reduce school failure and dropout rates.
- 8. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.

**Budget and Inventory**

- 9. Solicit federal funds and participate in grant-writing activities to obtain funding for programs and services for at-risk students.
- 10. Compile budget and cost estimates based on documented program needs and ensure that programs are cost-effective and that funds are managed wisely.

**Policy, Reports, and Law**

- 11. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
- 12. Compile, maintain, and file all reports, records, and other documents required. Ensure that accurate at-risk and dropout data is reported through the data management system.
- 13. Comply with federal and state law, State Board of Education rules and regulations, and the local board policy.
- 14. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; may work prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_





*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Director of Career and Technology Education **Exemption Status:** Exempt/Executive\* or Administrator in an Educational Establishment

**Reports to:** Director of Schools **Date Revised:**

**Dept./School:** Central Administration Office

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**Primary Purpose:**

Direct and manage district career and technology education program and facilities to meet student needs. Serve as instructional leader in development and improvement of instructional programs in career and technology education.

**Qualifications:****Education:**

Master's degree with emphasis in education or career and technology

**Special Knowledge/Skills:**

Working knowledge of federal and state code governing career and technology education

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

**Experience:**

 years career and technology teaching experience

**Major Responsibilities and Duties:****Instructional Management**

1. Oversee the development of innovative career and technology instructional programs and ensure that curricular documents, instructional support materials, student assessment instruments, and admission criteria are in place for each program. Ensure that curriculum renewal is continuous and responsive to student needs.
2. Identify and define local job opportunities for students. Recruit employers to hire students and work with the district to make opportunities for experience learning available.
3. Assume responsibility for career and technology education facilities and ensure that equipment and materials are available and in optimal operating condition.
4. Provide all campuses with career exploration and awareness resources and testing materials.
5. Evaluate the career and technology program effectiveness based on evaluative findings (including student achievement data) and recommend changes as needed.

6. Ensure that student progress is evaluated and that findings are used to make career and technology program more effective.

**Student Management**

7. Implement district student-management policies and ensure enforcement of the Student Code of Conduct and the student handbook.
8. Establish and maintain open lines of communication with parent(s)/guardian(s), students, and teachers.

**Policy, Reports, and Law**

9. Implement and comply with federal and state law, State Board of Education rules and regulations, and local board policy. Recommend sound policies to improve career and technology education.
10. Compile, maintain, file, and present reports, records, and other documents required.
11. Follow district safety protocols and emergency procedures.

**Budget and Inventory**

12. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
13. Maintain a current inventory of supplies and equipment and recommend the disposal and replacement of equipment when necessary. Approve and forward purchase orders for department to accounting department.

**Personnel Management**

14. Prepare, review, and revise job descriptions of career and technology department.
15. Develop training options and/or improvement plans to ensure effective operation of career and technology education department.
16. Train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Communication and Community Support**

17. Assist students, parent(s)/guardian(s), and teachers with career, college, and scholarship information.
18. Use appropriate and effective techniques to encourage community and parent involvement.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of career and technology instructional staff, aides, and support staff.\*

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Federal/Special Programs Coordinator      **Exemption Status:** Exempt/Administrative  
**Reports to:** Director of Schools      **Date Revised:**  
**Dept./School:** Special Programs

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### Primary Purpose:

Coordinate the district federal/special programs. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal/special programs/

### Qualifications:

**Education:**

Bachelor's degree

**Special Knowledge/Skills:**

Knowledge of federal and special program rules and regulations

Ability to interpret data

Strong organizational, communication, and interpersonal skills

**Experience:**

■ years experience in federal program management

### Major Responsibilities and Duties:

#### Program Management

1. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district and make recommendations regarding participation.
2. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs including preparing and submitting standard applications for federal funds.
3. Serve as liaison between school and other agencies on joint projects that are federally funded.
4. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines and ensure that programs are cost effective and managed wisely.
5. Advise Director of Schools or designated administrator of the financial and administrative impact on the district of current and impending legislation.
6. Develop and implement a continuing evaluation of federal/special programs and implement changes based on the findings.
7. Compile budget and cost estimates based on documented program needs.

**Policy, Reports, and Law**

- 8. Compile, maintain, and file all reports, records, and other documents required, including mandatory financial reports to the Department of Education.
- 9. Comply with federal and state law, State Board of Education rules and regulations, and the local board policy.
- 10. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

<b>Job Title:</b>	Bus Driver	<b>Exemption Status:</b>	Nonexempt
<b>Reports to:</b>	Transportation Supervisor	<b>Date Revised:</b>	
<b>Dept./School:</b>	Transportation		

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### Primary Purpose:

Operate school bus and related equipment to provide safe and orderly transportation of students and other authorized persons on assigned route and to and from other designated locations.

### Qualifications:

#### Education/Licensure:

Clear and valid Tennessee commercial driver’s license with Passenger (P) and School Bus (S) endorsements

#### Special Knowledge/Skills:

Must be 25 years of age (23 years of age if veteran, national guard or reserves, or licensed teacher employed by LEA)

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Ability to complete required bus driver safety training

Ability to follow written and verbal instructions

Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses

Ability to manage student behavior

Ability to communicate effectively with others

Ability to operate bus

### Major Responsibilities and Duties:

#### Vehicle Operation

1. Drive bus daily following assigned route and adhering to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustments to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor of needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
5. Report all accidents, vehicle damage, student injuries, and mechanical problems and complete required corresponding reports.

#### Student Management

6. Instruct students on safe entering, exiting, and passenger rules and regulations. Supervise students while they board and leave the bus and cross the street.



7. Perform emergency evacuation of students on bus when the situation warrants.
8. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parent(s)/guardian(s) regarding student's behavior when warranted.

### Safety

9. Observe all traffic laws and safety regulations for school buses.
10. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
11. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled route.
12. Install snow chains during inclement weather.
13. Maintain safety certification.
14. Follow district safety protocols and emergency procedures.

### Other

15. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
16. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and number of passengers transported.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher

**Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:** Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

**Lifting:** Limited light lifting and carrying (less than 15 pounds) on a daily basis

**Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

**Mental Demands:** Maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Bus Maintenance Worker

**Exemption Status:** Nonexempt

**Reports to:** Shop Foreman

**Date Revised:**

**Dept./School:** Transportation

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### **Primary Purpose:**

Perform daily cleaning and service of buses and vehicles.

### **Qualifications:**

#### **Special Knowledge/Skills:**

Ability to visually inspect and service vehicles  
Ability to understand and follow written or verbal instructions  
Ability to communicate effectively with others

### **Major Responsibilities and Duties:**

#### **Maintenance and Repairs**

1. Perform visual inspection of vehicles and report any defects or repairs as needed.
2. Perform minor maintenance and repairs as directed. May include repairing seat surfaces, replacing bulbs and lenses, and replacing windshield wipers.

#### **Service**

3. Perform routine daily service as directed including checking tire air pressure, checking oil and other fluid levels, and cleaning bus both inside and out. Fill tires and replace fluids as needed.
4. Fuel buses and maintain accurate records of use.

#### **Safety**

5. Operate tools and equipment according to established safety procedures.
6. Follow established safety procedures and techniques to perform job duties including lifting and climbing.
7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
8. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Small hand tools; small power tools

**Posture:** Moderate standing, sitting; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Moderate walking, climbing ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

**Lifting:** Moderate lifting and carrying (15–44 pounds) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, exhaust fumes, gasoline and diesel fuel, toxic chemicals and materials; work in tight spaces and in uncomfortable positions; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Transportation Supervisor **Exemption Status:** Exempt/Executive\*  
**Reports to:** Director of Schools **Date Revised:**  
**Dept./School:** Transportation

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**Primary Purpose:**

Direct and manage district’s transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles.

**Qualifications:**

**Education/Licensure:**

Bachelor’s degree  
Clear and valid Tennessee commercial driver’s license with Passenger (P) and School Bus (S) endorsements

**Special Knowledge/Skills:**

Ability to direct and manage operations of a large fleet of vehicles  
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam  
Knowledge of energy management and vehicle repair and maintenance  
Ability to conduct on-site inspections of all vehicle repair and maintenance operations  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to use technology to plan, operate, monitor, and evaluate transportation operations  
Strong organizational, communication, and interpersonal skills

**Experience:**

■ years supervisory experience in transportation and fleet operations  
■ years experience as a bus driver

**Major Responsibilities and Duties:**

**Transportation and Vehicle Maintenance Operations**

1. Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
2. Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
3. Communicate changes in routes and scheduling to campuses and the public when warranted.
4. Coordinate transportation for extracurricular activities and special programs.
5. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.

6. Monitor fuel deliveries and distribution.
7. Oversee repair of all district-owned vehicles and preventive maintenance. Ensure that vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in shop.

### **Policy, Reports, and Laws**

8. Implement and comply with federal and state law, State Board of Education rules and regulations, and board policy.
9. Compile, maintain, file, and present all reports, records, and other documents required. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
10. Ensure that employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
11. Follow district safety protocols and emergency procedures.

### **Budget and Inventory**

12. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
13. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
14. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

### **Student Management**

15. Implement district's student discipline policies and ensure that expectations about appropriate behavior when using district transportation are communicated to students. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
16. Investigate reported concerns and take appropriate action to resolve issues.

### **Personnel**

17. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
18. Prepare, review, and revise transportation department job descriptions.

### **Safety**

19. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.

20. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
21. Investigate school bus accidents and student safety violations.
22. Maintain safety standards in conformance with federal, state, and insurance regulations.
23. Organize and conduct training programs to promote a safe work environment.
24. Ensure that transportation equipment is in excellent operating condition.

**Other**

25. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
26. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.
27. Operate bus as needed.

**Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of shop foreman, dispatcher, parts manger, bus drivers, and bus monitors.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; district vehicle; school bus

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking; regular grasping/squeezing, wrist flexion/extension, and reaching; regular driving

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical hazards; work around vehicles and machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel; occasional statewide travel

**Mental Demands:** Maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Dispatcher **Exemption Status:** Nonexempt  
**Reports to:** Transportation Supervisor **Date Revised:**  
**Dept./School:** Transportation

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**Primary Purpose:**

Dispatch drivers and buses. Monitor and respond to two-way radio communications. Answer, record, and route telephone calls. Record absentee calls and assign substitutes.

**Qualifications:**

**Education/Licensure:**

Clear and valid Tennessee commercial driver’s license with Passenger (P) and School Bus (S) endorsements

**Special Knowledge/Skills:**

Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses


Ability to read and understand documents including policies and procedures manuals

Ability to receive and give written and verbal instructions

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Excellent organizational, communication, and interpersonal skills

**Experience:**

 years experience as certified school bus driver

**Major Responsibilities and Duties:**

**Dispatch**

1. Dispatch drivers and vehicles on a daily basis.
2. Monitor and respond to two-way radio communications.
3. Receive, record, and report driver and bus monitor absence calls.
4. Assign substitute drivers and monitors for morning and afternoon shifts as needed.
5. Respond to driver requests for assistance and dispatch tow trucks, emergency services, and additional equipment as needed.
6. Process requests for extracurricular transportation and arrange for drivers and appropriate equipment as needed.

**Other**

- 7. Compile, maintain, file all logs, worksheets, files, and reports related to dispatch operations.
- 8. Serve as substitute bus driver as needed.
- 9. Follow district safety protocols and emergency procedures.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer; two-way radio; global positioning system (GPS); school bus; safety equipment including but not limited to flares, reflective signs, and fire extinguisher

**Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; prolonged driving; moderate walking, climbing stairs, grasping/squeezing, wrist flexion/extension, and reaching

**Lifting:** Limited light lifting and carrying (less than 15 pounds) on a daily basis

**Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work early shift; may work irregular and prolonged hours

**Mental Demands:** Maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Lead Mechanic

**Exemption Status:** Nonexempt

**Reports to:** Shop Foreman

**Date Revised:**

**Dept./School:** Transportation

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### Primary Purpose:

Responsible for on-site leadership of vehicle mechanics and mechanic assistants. Perform major mechanical repairs with minimal supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

### Qualifications:

#### Education/Licensure:

Clear and valid Tennessee commercial driver's license with Passenger (P) and School Bus (S) endorsement

#### Special Knowledge/Skills:

Advanced knowledge of diesel and fuel engine maintenance and repair

Ability to diagnose mechanical problems and perform repairs independently

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to pass U.S. Department of Transportation alcohol and drug tests and physical exam

Ability to access and use service materials

Ability to operate bus

Ability to communicate effectively with others

#### Experience:

     years experience as mechanic

### Major Responsibilities and Duties:

#### Maintenance and Repair

1. Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner and without supervision. Maintain accurate, up-to-date preventive maintenance records.
2. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, electrical, and cooling systems.
3. Estimate time and materials required to perform major repairs.
4. Assign work to vehicle mechanics and mechanic assistants and inspect completed work for quality.
5. Help train mechanics and mechanic assistants.

**Safety**

- 6. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
- 7. Ensure that shop, equipment, and tools are in safe operating condition.
- 8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 9. Follow district safety protocols and emergency procedures.

**Other**

- 10. Maintain accurate records of time and materials required to perform repairs and service.
- 11. Operate buses and vehicles as needed.

**Supervisory Responsibilities:**

Monitor and direct the work of mechanics and mechanic assistants.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

**Posture:** Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Moderate walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Vehicle Mechanic

**Exemption Status:** Nonexempt

**Reports to:** Shop Foreman

**Date Revised:**

**Dept./School:** Transportation

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### Primary Purpose:

Perform major and minor mechanical repairs with minim supervision to ensure proper performance and safety of district vehicles. Perform assigned work following established policies and procedures.

### Qualifications:

#### Education/Licensure:

Clear and valid Tennessee commercial driver's license with Passenger (P) and School Bus (S) endorsements

#### Special Knowledge/Skills:

Knowledge of diesel and gasoline engine maintenance and repair

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Ability to access and use printed service materials

Ability to communicate effectively with others

#### Experience:

 years experience as mechanic

### Major Responsibilities and Duties:

#### Maintenance and Repairs

1. Perform minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner with minimal supervision. Work with lead mechanic to complete major repairs.
2. Service vehicles according to established preventive maintenance schedule and maintain accurate, updated records of preventive maintenance.
3. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
4. Do welding and minor body work.
5. Assign routine preventive maintenance tasks to mechanic helper and inspect completed work for quality.

**Safety**

- 6. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
- 7. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 8. Keep shop, equipment, and tools in safe operating condition and perform preventive maintenance on shop equipment according to established schedules.
- 9. Follow district safety protocols and emergency procedures.

**Other**

- 10. Maintain accurate records of time and materials required to perform repairs and service.
- 11. Operate buses and other vehicles as needed.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer; school bus and district vehicles.

**Posture:** Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Mechanic Assistant

**Exemption Status:** Nonexempt

**Reports to:** Shop Foreman

**Date Revised:**

**Dept./School:** Transportation

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### Primary Purpose:

Help mechanics perform routine repair and maintain on all vehicles.

### Qualifications:

#### Education/Licensure:

Clear and valid Tennessee commercial driver's license with Passenger (P) and School Bus (S) endorsements

#### Special Knowledge/Skills:

Ability to perform minor mechanical repairs with supervision  
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam  
Ability to operate bus  
Ability to understand and follow detailed written or verbal instructions  
Ability to communicate effectively with others

#### Experience:

     years experience in minor vehicle repair and maintenance

### Major Responsibilities and Duties:

#### Maintenance and Repairs

1. Perform routine vehicle maintenance according to established preventative maintenance schedules and procedures and keep accurate, up-to-date records.
2. Perform routine mechanical repairs under supervision of a mechanic.
3. Disassemble simple components and clean parts for reassembly.
4. Assist mechanics with lifting and maneuvering heavy parts and components.
5. Requisition parts and tools as directed and pick up parts from vendors when required.
6. Clean shop floors, stalls, driveways, tools, and equipment.

#### Safety

7. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to established safety procedures.

- 8. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 9. Follow district safety protocols and emergency procedures.

**Other**

- 10. Operate buses and vehicles as needed, including driving buses into shop area for repairs.
- 11. Record use of gas and mileage for buses daily.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; school bus and district vehicles.

**Posture:** Moderate standing, frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; moderate driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours;

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Shop Foreman **Exemption Status:** Nonexempt  
**Reports to:** Transportation Supervisor **Date Revised:**  
**Dept./School:** Transportation

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### Primary Purpose:

Responsible for on-site leadership of vehicle repair and maintenance. Perform major mechanical repairs with no supervision to ensure proper performance and safety of all district vehicles.

### Qualifications:

#### Education/Licensure:

Clear and valid Tennessee commercial driver's license with passenger (P) and school bus (S) endorsement

Certified Tennessee vehicle safety inspector

#### Special Knowledge/Skills:

Advanced knowledge of automotive mechanics and maintenance

Ability to diagnose mechanical problems and perform repairs independently

Ability to access, read, and interpret documents such as safety regulations, operating and maintenance inspection rules, procedure manuals, and vehicle service manuals

Ability to direct and supervise personnel

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Ability to complete required bus driver safety training

Ability to access and use service materials

Ability to operate bus

Effective organizational, communication, and interpersonal skills

#### Experience:

years experience in vehicle repair and maintenance procedures

years supervisory experience

### Major Responsibilities and Duties:

#### Maintenance and Repair

1. Process and prioritize vehicle repair work orders. Evaluate and recommend all repairs and calculate cost estimates. Arrange for outside repairs when work cannot be performed in shop.
2. Assign work to vehicle mechanics, mechanic assistants, and bus maintenance workers. Oversee completion of work and inspect completed work for quality.
3. Establish preventive maintenance and care schedules.
4. Consult with other mechanics to help resolve repair problems and help train mechanics and mechanic assistants.

5. Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner and without supervision. Maintain accurate, up-to-date preventative maintenance records.
6. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.

**Inspection**

7. Perform state safety inspections for all district vehicles.

**Safety**

8. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
9. Ensure that shop, equipment, and tools are kept in safe operating condition.
10. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
11. Follow district safety protocols and emergency procedures.

**Other**

12. Conduct annual inventory of equipment and supplies. Recommend replacement of equipment when needed.
13. Assist in compiling department budget.
14. Compile, maintain, and file all reports, records, and other documents as required.
15. Operate bus and vehicles as needed.

**Supervisory Responsibilities:**

Direct the work of lead mechanic, mechanics, mechanic assistant(s), and bus maintenance worker(s).

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer; school bus and district vehicles.

**Posture:** Frequent standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking; frequent climbing, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours;

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Bus Monitor **Exemption Status:** Nonexempt  
**Reports to:** Transportation Supervisor **Date Revised:**  
**Dept./School:** Transportation

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### Primary Purpose:

Ride buses and help driver ensure safe and orderly transportation of students with disabilities.

### Qualifications:

#### Special Knowledge/Skills:

Ability to understand and follow written or verbal instructions  
Ability to communicate effectively with others  
Ability to operate safety equipment and adaptive equipment  
Ability to manage student behavior  
Ability to work well with children with disabilities

### Major Responsibilities and Duties:

#### Student Management

1. Assist students on and off the bus according to their individual needs including lifting and carrying students with disabilities.
2. Supervise students as they board and exit the bus and cross the street following established safety procedures.
3. Escort students into the building and deliver to their assigned destination.
4. Instruct students on safe entering, exiting, and riding rules and regulations.
5. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
6. Manage student behavior and report student discipline problems in a timely manner to appropriate administrator.
7. Communicate with teachers and parents regarding student behavior while on bus.

#### Routes and Schedules

8. Complete and maintain accurate, updated, and timely records and reports including route sheet and daily non-notification forms.

#### Safety

9. Operate equipment according to established safety procedures. Make sure that seat belts, harnesses, or car seats are used correctly and help students use safety devices when needed.

- 10. Follow emergency procedures including evacuation of students as needed and assist driver to administer first aid, if necessary.
- 11. Follow established procedures and techniques to perform job duties including lifting and assisting students.
- 12. Follow district safety protocols and emergency procedures.

**Other**

- 13. Become familiar with and follow procedures established by transportation and special education offices.
- 14. Assist driver keeping bus clean and performance of pre- and post-trip inspections.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Specialized and adaptive equipment used by students

**Posture:** Frequent standing and sitting; kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking and reaching

**Lifting:** Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive equipment

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around vehicles and machinery with moving parts; may work irregular or prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:** Special Education Bus Driver **Exemption Status:** Nonexempt  
**Reports to:** Transportation Supervisor **Date Revised:**  
**Dept./School:** Transportation

---

**Primary Purpose:**

Operate school bus and related equipment to provide safe and orderly transportation of students with disabilities and other authorized persons on assigned route and to and from other designated locations.

**Qualifications:****Education/Licensure:**

Clear and valid Tennessee commercial driver's license with Passenger (P) and School Bus (S) endorsements

**Special Knowledge/Skills:**

Must be 25 years of age (23 years of age if veteran, national guard or reserves, or licensed teacher employed by LEA)

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Ability to complete required bus driver safety training

Ability to follow written and verbal instructions

Proficient map reading skills

Ability to manage student behavior

Ability to communicate effectively with others

**Experience:**

years experience as school bus driver

**Major Responsibilities and Duties:****Vehicle Operation**

1. Drive bus daily following assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Anticipate problems such as traffic, weather, road conditions, and schedule changes and make necessary adjustment to ensure student safety and reduce delays.
4. Perform pre- and post-trip inspections according to specifications to ensure bus can be operated safely and notify supervisor or needed repairs. Keep assigned bus clean and maintain appropriate level of fuel.
5. Report all accidents, vehicle damage, student injuries, mechanical problems, and complete required corresponding reports.



**Student Management**

6. Help students with disabilities get on and off bus according to their individual needs and supervise students as they board and leave bus and cross street.
7. Instruct students on safe entering, exiting, and passenger rules and regulations.
8. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
9. Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
10. Perform emergency evacuation of students on bus when the situation warrants.

**Safety**

11. Observe all traffic laws and safety regulations for school buses.
12. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
13. Correct unsafe conditions in work area and promptly report conditions that are not immediately correctable to supervisor. Report any hazardous conditions along scheduled routes.
14. Maintain safety certification.
15. Install snow chains during inclement weather.
16. Follow district safety protocols and emergency procedures.

**Other**

17. Operate and monitor two-way radio equipment to communicate with transportation office and other drivers.
18. Complete and maintain accurate, up-to-date, and timely records and reports including but not limited to those related to bus mileage, gas and oil consumption, and number of passengers transported.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Operate school bus; two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher; specialized and adaptive equipment used by students

**Posture:** Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:** Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

**Lifting:** Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting nonambulatory students, and lifting and moving adaptive equipment on a daily basis

**Environment:** Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



*This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.*

**Job Title:**

**Exemption Status/Test:** *Identify the FLSA exemption status and the exemption test(s) used to determine the status*

**Reports to:** *Immediate supervisor*

**Date Revised:**

**Dept./School:**

---

**Primary Purpose:**

*Describe the primary reason the position exists in a few concise phrases.*

**Qualifications:**

**Education/Certification:**

*Identify the minimum education, certification, and licensing requirements necessary to perform the job.*

**Special Knowledge/Skills/Abilities:**

*Knowledge, skills, and abilities must be directly connected to performing job functions*

*Knowledge—an understanding of facts or principles related to a particular subject area*

*Skills—applied knowledge resulting from a development of abilities through formal training and practical experience.*

*Abilities—the capacity to develop detailed, specific skills*

**Experience:**

*Identify the minimum amount of experience required to perform the job.*

**Major Responsibilities and Duties:**

**Heading 2** *Headings may be used to organize the primary duties of the position by type of responsibility. If headings are not used the responsibilities and duties are typically organized with the most important duties at the top of the list.*

1. *List the essential duties and responsibility of the position using a clear, concise, descriptive phrase that begins with an action verb. Avoid describing “how” the duty is to be performed. A list of action verbs is available in the “Writing Job Descriptions” section of the HR Services Model Job Descriptions resource.*

**Supervisory Responsibilities:**

*List the positions that report directly to this position.*

**Mental Demands/Physical Demands/Environmental Factors:** *A sample list of these factors is included in the “writing job descriptions” section.*

**Tools/Equipment Used:**

**Posture:**

**Motion:**

**Lifting:**

**Environment:**

**Mental Demands:**

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



# Oneida Special School District

## Request for Reasonable Accommodation

5.104.1

1An employee who is requesting a reasonable accommodation may fill out the form below and submit  
2to his/her immediate supervisor. However, the employee is not required to put his/her request in  
3writing but can request accommodations in any mode of communication. If this is the case, the  
4employee's supervisor may ask the individual to fill out the below form or fill out the form on behalf  
5of the employee for recordkeeping purposes but cannot ignore the initial request.

6Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

7Address: \_\_\_\_\_

8Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

9Title/Position: \_\_\_\_\_

10School/Department: \_\_\_\_\_

11Specific Accommodation Requested: \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14Reason for Request: \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17Is your accommodation request time sensitive? If so, explain. \_\_\_\_\_

18 \_\_\_\_\_

19 \_\_\_\_\_

20 \_\_\_\_\_

21 Please attach any additional information that might be useful in processing your accommodation  
22 request.

---

Signature of Employee

---

Date

---

Signature of Supervisor

---

Date

# Oneida Special School District

## Recruitment of Employees

### 5.105.1

1 Human Resources shall be responsible, in conjunction with the Director of Schools, for the  
2 development of a program for the recruitment of licensed personnel.

3 This program shall contain the following:

- 4 1. Examine staffing needs;
- 6 2. Develop timelines for recruitment;
- 8 3. Develop/update clear recruitment materials;
- 10 4. Identify multiple sources and strategies for recruitment;
- 12 5. Form a recruitment and selection team;
- 14 6. Develop and implement a recruitment plan; and
- 16 7. Analyze the outcomes and effectiveness of recruitment sources and  
17 strategies.

18 When a vacancy occurs within the school district, the following process shall be followed to fill that  
19 position:

- 20 1. The principal shall contact the office of the Director of Schools once a vacancy exists;
- 22 2. Vacancies shall be advertised locally and through the school website; and
- 23 3. Personnel may attend job fairs or use other means of recruitment.

25



# Oneida Special School District

## Job Vacancy Notice

5.105.2

1 From: \_\_\_\_\_ Date: \_\_\_\_\_

2 School/Department: \_\_\_\_\_

3 Classification of Job to be Posted: \_\_\_\_\_

4 Hours Per Day : \_\_\_\_\_ Days Per Year : \_\_\_\_\_

5 Starting Date : \_\_\_\_\_ Rate of Pay : \_\_\_\_\_

6 Check One:  Full-Time  Part-Time  Flex  Temporary

7 Is This a New Position?  Yes  No

8 Job Requirements: \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 Application Deadline: \_\_\_\_\_

12 Unless otherwise noted, all positions shall be posted for thirty (30) calendar days.

13 Additional Information: \_\_\_\_\_

14 \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

15 The Oneida Special School District does not discriminate on the basis of race, creed, color, national origin, age,  
16 religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title  
17 VII, IX, VI, and Section 504.

# Oneida Special School District

## Evaluation

5.109.1

### **NON-LICENSED PERSONNEL**

Assistant Director of Schools shall be responsible for creating the evaluation instrument, in conjunction with the Director of Schools. He/she shall create guidelines to oversee the implementation of these evaluations and create a process to remedy any inconsistencies.

### **LICENSED TEACHING PERSONNEL**

For the evaluation of the performance of all licensed teaching personnel, the school district shall utilize the state issues TEAM model. The Assistant Director of Schools shall be responsible for ensuring that the model is implemented throughout the school district. He/she shall create guidelines to oversee the implementation of evaluations and create a process to remedy any inconsistencies.

Information shall be provided to all licensed teaching personnel regarding the nature of the evaluation and the grievance procedures prescribed by the State Board of Education. Evaluated licensed teaching personnel and school administrators will only be able to challenge the accuracy of the data used in the evaluation and the adherence to the evaluation policies adopted by the State Board of Education as well as the *Local-Level Grievance Protocol* published by the Department of Education.

#### *Local Level Grievance Procedure*

Grievances may be filed regarding the accuracy of the data used to calculate an evaluation score to ensure it was properly attributed to the teacher or administrator. All grievances shall be filed with the school district. If a grievance decision by a school district would require a change to the evaluation score, the grievance resolution shall be submitted to the Department of Education.

The grievance form shall be submitted to the evaluator within fifteen (15) days of receipt of the result of the component being grieved. If the decision of the evaluator is unsatisfactory, the grievance form may be submitted to the Director of Schools within fifteen (15) days of receipt of the decision from the evaluator. If the decision of the Director of Schools is unsatisfactory, a request for a hearing in front of the Board may be submitted within fifteen (15) days of receipt of the decision of the Director of Schools. The decision of the Board shall serve as the final step of all local-level grievances to resolve issues of the evaluation process.

# Oneida Special School District

## Grievance Evaluation Procedure

5.109.2

This Memorandum contains a form policy for grievance procedures for evaluations as requested:

### **Grievance Evaluation Procedure**

The Board of Education adopts the following local level evaluation grievance procedure:[i]

WHAT MAY BE CHALLENGED:[ii]

Teachers and administrators may request review of the accuracy of data in their evaluations, including: 1) the calculation of the qualitative score to ensure the correct procedures were followed; and/or 2) student scores used as part of the quantitative portion to ensure they were correctly assigned to the employee.

Minor procedural errors in implementing the evaluation model shall be resolved by administration but shall not constitute grounds for challenging the final results of an evaluation. Minor procedural errors are errors that do not materially affect the integrity of the evaluation results. The final results of an evaluation may only be challenged if the person being evaluated can demonstrate, no later than during Step II of the grievance procedure, that the procedural errors made could materially affect or compromise the integrity of evaluation results.

TIME OF FILING COMPLAINT:[iii]

A teacher may file a grievance complaint at the end of each of the three components of the evaluation model: 1) quantitative appraisal; 2) student growth measures; and 3) other measures of student achievement. A grievance must be filed no later than 15 calendar days from the date a teacher and school administrators receive the results for each component. If a grievance is filed later than 15 calendar days after from the date of receipt, then it shall be 2 considered untimely filed and invalid. Nothing herein shall preclude a person from filing a grievance at any time prior to the deadlines above.

## WHERE TO FILE GRIEVANCE:[iv]

All grievances shall be filed with the Assistant Director of Schools.

## Grievance Forms and What Must be Contained in a Grievance:[v]

Standard grievance forms may be obtained from the Central Office. However, a grievance shall not be denied because the standard grievance form was not used, so long as all the components below are contained in the written grievance.

Each grievance submitted must contain:

1. The teacher's or school administrator's name, position, school, and additional title, if any;
2. The name of the teacher's or school administrator's immediate supervisor;
3. The name of the evaluator/reviewer;
4. The date the challenged evaluation was received;
5. The evaluation period in question;
6. The basis for the grievance, which must include an allegation of inaccurate data used in the evaluation and/or a failure to follow correct evaluation procedures under Tennessee Law or Tennessee State Board of Education Policies. A failure to state the basis for a grievance shall render the grievance invalid, and it shall be dismissed;
7. The corrective action desired by the teacher or school administrator; and
8. Sufficient facts or other information to begin an investigation into the grievance.

## PROCEDURES:[vi]

The grievance process shall be conducted in accordance with the following three steps:

### Step I. Evaluator.

1. Teacher and school administrator grievances containing the information set forth above are to be submitted to the evaluator within 15 calendar days of receipt as described.
2. An administrative investigation and fact finding is commenced, and then the evaluator will submit his/her decision to the grievance administrator for review and confirmation of a final decision.
3. The final decision is then clearly communicated to the teacher or school administrator in writing within 15 calendar days of receipt of the grievance.

\*To allow disputes to be resolved at the lowest level possible, the evaluator may take any action necessary, based on the circumstances, to immediately correct any procedural errors made during the evaluation process.

If a grievance is resolved at this step and requires a change to a teacher's or school administrator's evaluation score, the grievance resolution shall be submitted to the Department of Education for final approval and related action.

### Step II. Director of Schools.

If the grievance is not resolved to the satisfaction of the teacher or school administrator at Step I, the Step I decision may be appealed to the Director of Schools (or the Director's designee), who shall have had no input or involvement in the evaluation for which the grievance has been filed. This appeal will be conducted via the following procedure:

1. The teacher or school administrator must submit the written grievance and the Step I decision to the Director of Schools (or the Director's designee) within 15 calendar days of receipt of the decision from Step I.
2. Informal discussion or hearing of facts, allegations, and testimony by appropriate witnesses are then to be heard as soon as practical, either in-person, by phone, or virtually.
3. Local investigation, fact finding, and the written final decision must then be communicated to the employee in writing within 15 calendar days of the informal discussion or hearing of facts.

\*To allow disputes to be resolved at the lowest level possible, the Director of Schools (or the Director's designee) may take necessary action, based on the circumstances, to immediately correct any procedural errors made in the evaluation process.

If a grievance is resolved at Step II and requires a change to a teacher's or school administrator's evaluation score, the grievance resolution shall be submitted to the Department of Education for final approval and related action.

### Step III. The Board.

If a grievance is not resolved to the satisfaction of the teacher or school administrator at Step II, the Step II decision may be appealed to the Board of Education. This appeal will be conducted via the following procedure:

1. The teacher or school administrator must first submit the written grievance and all relevant documentation to the Board within 15 calendar days of the receipt of the decision from Step II. The teacher or school administrator may include with the grievance a request for a full hearing before the Board.
2. The Board, based upon a review of the record, may grant or deny a request for a full hearing, and may affirm or overturn the decision of the Director of Schools 4 (or the Director's designee) with or without a hearing before the Board. Without a hearing, the Board would provide its written decision to the employee within 30 calendar days of receiving the Step III appeal.
3. If a hearing is granted by the Board, such hearing shall be held no later than 30 calendar days after receipt of a Step III appeal and request for a hearing
4. The Board shall give the employee written notice of the time and place of the hearing, as well as and all administrators involved.
5. After the conclusion of the hearing, the Board shall communicate its decision in writing to all parties, no later than 30 calendar days after conclusion of the hearing.

\*The Board shall serve as the final step for all local level grievances to resolve issues with the evaluation process.

#### PRESENCE OF ATTORNEYS:[vii]

At Step II, a teacher or school administrator may have an attorney (or representative) speak on his/her behalf during the informal discussions or hearing. However, no such representation is required.

At Step III, an attorney may represent a teacher or school administrator before the Board. Again, no such representation is required.

#### DUTY TO THE DIRECTOR OF SCHOOLS:[viii]

The Director of Schools shall ensure that all teachers and school administrators are aware of this local-level grievance procedure and shall ensure the grievance process is conducted without fear, discrimination, or reprisal. The process shall also be posted to the school system's website.

[i] Tenn. Code Ann. § 49-1-302

[ii] Tenn. Comp. R. & Regs. R. 0520-01-18-.18(4) & (6).

[iii] Tenn. Comp. R. & Regs. R. 0520-01-18-.18(7)–(8).

[iv] Tenn. Comp. R. & Regs. R. 0520-01-18-.18(5).

[v] Tenn. Comp. R. & Regs, R. 0520-01-18-.18(9)–(10).

[vi] Tenn. Comp. R. & Regs. R. 0520-01-18-.18(11).

[vii] Tenn. Comp. R. & Regs. R. 0520-01-18-.18(11)(b)(2) & (c)(7).

[viii] Tenn. Comp. R. & Regs. R. 0520-01-18-.18(3).

# Oneida Special School District

Grievance Form

5.109.2.1

*\*Remember: Teachers and administrators may request review of the accuracy of data in their evaluations, specifically: 1) the calculation of the qualitative score to ensure the correct procedures were followed; and/or 2) student scores used as part of the qualitative portion to ensure they were correctly assigned. (This form and this process should not be utilized regarding minor procedural errors.)*

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature and Title

\_\_\_\_\_  
Employee's School(s)

\_\_\_\_\_  
Any Additional Title(s)

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Evaluator/Reviewer

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Evaluation Period in Question

\_\_\_\_\_  
Basis for Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Corrective Action Desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Other Facts to Consider: \_\_\_\_\_

\_\_\_\_\_

(Attach other materials/pages as necessary.)



# Oneida Special School District

## Corrective Action Plan

**5.109.3**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

School/Building: \_\_\_\_\_ Name of Immediate Supervisor: \_\_\_\_\_

Plan Start Date: \_\_\_\_\_ Plan End Date: \_\_\_\_\_

The Corrective Action Plan outlines steps to assist a staff member in improving his/her performance and to aid in the transparency of the expectations of the school district.

Area to Strengthen	Goals	Strategies and Action Steps	Expected Outcomes	Projected Completion Date

Demonstrated Progress: \_\_\_\_\_

\_\_\_\_\_

Comments/Next Steps: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee's Supervisor

Date

# Oneida Special School District

## Personnel Records

## 5.114.1

1Annually, all employees shall be notified of the types of records kept and uses made of such records.  
2Certain personnel records may be maintained in each employee's personnel file which include, but are  
3not limited to, the following:

- 4           1. Job description;
- 5           2. Resumé;
- 6           3. Records relating to job offers, promotion, demotion, transfer, layoff, rates of pay and  
7           other forms of compensation, and education and training records;
- 8           4. Records relating to other employment practices (including policy acknowledgments  
9           and agreements);
- 10          5. Letters of recognition;
- 11          6. Disciplinary notices or documents;
- 12          7. Performance evaluations and goal setting records;
- 13          8. Termination records;
- 14          9. Employment application;
- 15          10. Orientation checklist;
- 16          11. Signed receipt of employee handbook; (may be electronic)
- 17          12. Employment-at-will statement, if applicable;
- 18          13. Employee contracts, if applicable;
- 19          14. Change in personal data form;
- 20          15. Performance evaluation;
- 21          16. Position/rate change forms;
- 22          17. Record of disciplinary action (verbal and written warnings), if applicable;
- 23          18. Training requests;

24 19. Documentation of training;

25 20. Documentation of certification and/or license, if applicable; and

26 21. Resignation statement.

27 Other personnel files may be maintained but not be included in the employee's basic employment file.

28 These documents may include, but are not limited to, the following:

29 1. Disability or veteran status records;

30 2. Interview notes and employment test results;

31 3. Reference/background checks;

32 4. Drug test results;

33 5. Immigration (I-9) forms; (with forms of identification)

34 6. Medical/insurance records (medical questionnaires, benefit enrollment forms and  
35 benefit claims, doctors' notes, accommodation requests, and leave of absence records);

36 7. Emergency contact information;

37 8. Employee's withholding allowance;

38 9. State specific employees withholding allowance certificate, if applicable;

39

40 10. Certificate W-4;

41 11. Absentee record;

42 12. Requests for time off;

43 13. Child support/garnishments;

44 14. Litigation documents;

45 15. Workers' compensation claims;

46 16. Investigation records (only any relevant disciplinary action, counseling, or other direct  
47 communications would be placed in the employee's personnel file);

48 17. Requests for employment/payroll verification;

49 18. Benefits declination form;

50 19. Insurance enrollment forms;

- 51 20. Flexible spending account forms;
- 52 21. Election form/compensation reduction agreement;
- 53 22. Employee direct deposit signup form claims;
- 54 23. Direct deposit authorization;
- 55 24. Payroll deduction authorization forms;
- 56 25. Overtime requests, if applicable;
- 57 26. Time sheets;
- 58 27. Employee expense report;
- 59 28. Auto mileage reimbursement vouchers;
- 60 29. Garnishments/income executions;
- 61 30. Documentation of investigations;
- 62 31. Lawsuit or DOL/EEOC investigation correspondence;
- 63 32. EEOC and affirmative action data;
- 64 33. Background check and drug testing results;
- 65 34. OSHA forms;
- 66 35. Employee incident report;
- 67 36. Employee request for family medical leave;
- 68 37. Disability and/or workers' compensation claim forms; and
- 69 38. Accommodation requests.

70 Depending on the nature of the document, it may be deemed confidential by law and not open for  
71 inspection. Copies of records may be made depending on the type of document and shall be made in  
72 compliance with board policy regarding school district records.

# Oneida Special School District

## Assignment/Transfer

5.115.1

1The decision to place personnel shall not be made in an arbitrary and capricious manner.

2The Director of Schools and/or designed shall be responsible for facilitating the placement of all  
3employees which shall include, but not be limited to, the following:

- 4 1. Notice of the job description of the new position, including any requirements that differ from  
5 the previous position;
- 7 2. Physical transfer of any supplies or materials necessary for the new position; and
- 9 3. Coordination of any training necessary for the new position.

# Oneida Special School District

**Request for  
Transfer/Re-Assignment**

**5.115.2**

**\*\* The hiring Administrator is responsible for completion of this form and obtaining approval. The approved request will then be sent to Human Resources to start the hire process. \*\***

**Applicant:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:**      **OHS**          **OMS**          **OES**          **SPED**          **CO**  
Maintenance          Cafeteria          Other \_\_\_\_\_

**Job Type:**          **New Position**          **Replacement**          **Transfer**  
Paid Coach          Volunteer

**Job Status:**          **Full Time**          **Part Time**          **SUB**          **Volunteer**  
**Contracted Days:** \_\_\_\_\_          **Effective Date:** \_\_\_\_\_

**Employee Type Change:**    **Full Time**          **Part Time**          **SUB**  
**Contracted Days:** \_\_\_\_\_          **Effective Date:** \_\_\_\_\_

**Contract Labor:**    **Term:** \_\_\_\_\_  
**Reason:** \_\_\_\_\_

**Hiring Administrator:** \_\_\_\_\_          **Date:** \_\_\_\_\_

# Oneida Special School District

**Request for  
Transfer/Re-Assignment**

**5.115.2**

**\*\* The hiring Administrator is responsible for completion of this form and obtaining approval. The approved request will then be sent to Human Resources to start the hire process. \*\***

**Director of Schools:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## For Central Office Use

**Wage or Salary Source:**    **General Purpose**    **SPED**    **Cafeteria**    **Federal**

**Budget:**    **Allocated For?**    **YES**    **NO**

**Comments:**

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# Oneida Special School District

## Background Checks

### 5.118.1

To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions, employees (every five (5) years), contract workers, and volunteers who work with children or that require proximity to children such as being on school grounds when children are present. A physical and drug screen will also be required.

Before an individual submits to a background check, he/she will receive from the Human Resources Department a copy of the district's Privacy Requirements as well as receive and sign a copy of the district's Privacy Act. The Human Resources Department will keep track of which individuals receive a copy of the Privacy Act and will maintain the signed copy in that individual's personnel file.

An individual who is required to undergo a background check will receive written instructions from the Human Resources Department on how to register for fingerprinting from the district's processing service. He/she will register and schedule an appointment for fingerprinting and arrive at the scheduled time.

The individual will be informed that the fingerprint-based background check will be used to check the criminal history records of the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI).

If a third party is utilized, the individual will receive a signed receipt at the end of the fingerprinting session which shall be provided to the school district for proof of fingerprinting.

Fingerprints will be electronically forwarded to the TBI, and all results will be processed and delivered to the Oneida Special School District by the TBI.

## **RETENTION AND SECURITY**

Human Resources shall be responsible for ensuring that all criminal history record information (CHRI) obtained by the district is stored in a secure location. This shall be achieved by creating physical safeguards to ensure the security and confidentiality of these records. If an outside entity is used for record storage, the TBI shall be contacted to make a fitness determination.

A list of all employees who have access to the process, disseminate, and/or destroy CHRI shall be maintained and posted in the central office as well as the main office at each school.

# Oneida Special School District

## Personnel Security Awareness Statement

5.118.2

All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of Tennessee and FBI criminal history record information (CHRI) shall sign an awareness statement and shall indicate that they have been specially trained on the subject. After training has been completed, the below form shall be returned to Human Resources located at the Central Office.

### Non-Criminal Justice Audit Personnel Security Awareness

I understand that all persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of criminal history record information (CHRI) are required to undergo special training providing them with a working knowledge of federal and state laws and regulations governing the security and processing of CHRI.

I hereby certify that I have undergone training that has given me a working knowledge of state and federal laws and regulations governing the security and processing of CHRI and that I understand their application as it pertains to CHRI. I further understand that I am required to become aware of these laws and regulations concerning CHRI within sixty (60) days of employment or appropriate job assignment and every three (3) years to include Security and Integrity training for criminal justice and all other authorized employees.

Print Name: \_\_\_\_\_

Agency: \_\_\_\_\_ ORI: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Oneida Special School District

## Employment Options for Retirees

5.119.1

1 Name: \_\_\_\_\_ Position: \_\_\_\_\_

2 Start Date: \_\_\_\_\_ Date of Retirement: \_\_\_\_\_

3 Please select one of the following options for employment purposes:

4 • **EMPLOYMENT CONTRACT FOR UP TO 120 DAYS**

5 This option of employment allows a teacher who retired under the Tennessee Consolidated  
6 Retirement System (TCRS) to return to service temporarily in a position covered by TCRS  
7 without loss or suspension of retirement benefits provided the following conditions are met:

- 8 1. The retired member is limited to one hundred twenty (120) days per year or its equivalent  
9 during a twelve-month period;
- 10 2. The retired member has been retired for at least sixty (60) calendar days;
- 11 3. The retired member's compensation cannot exceed sixty percent (60%) of the annual full-  
12 time salary adjusted by five percent (5%) for each year since retirement;
- 13 4. The retired member and the Director of Schools/designee shall complete the appropriate  
14 form as provided by TCRS; and
- 15 5. The retired member can't accrue additional retirement credit during the retiree's period  
16 of employment.
- 17
- 18
- 19
- 20

21 Retired teachers may substitute teach for an additional ninety (90) days if the Director of  
22 Schools certifies in writing to the Division of Retirement that no other qualified personnel are  
23 available to substitute teach.

24 • **EMPLOYMENT CONTRACT FOR ONE YEAR**

25 This option allows teachers who have been retired for at least one (1) year to be employed for  
26 full-time employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year  
27 basis. Retirement benefits will not be lost or suspended under certain conditions which include,  
28 but are not limited to, the following:

1. The Director of Schools shall certify in writing by completing the appropriate form provided by TCRS that no other qualified individuals are available to fill the position;
2. The Commissioner of Education shall certify that the school district serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
4. The retired teacher’s employment can’t be longer than a one (1) year period; however, the retired teacher can be reemployed for additional one (1) year periods;
5. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and
6. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

• **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES**

This option allows retired members of TCRS or a similar system to be offered reemployment for up to one (1) year as a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver on a year-to-year basis under the following conditions:

1. The retired member has been retired for at least sixty (60) calendar days;
2. The retirement benefit payable to the retired member during the period of reemployment is reduced to seventy percent (70%) of the retirement allowance otherwise payable;
3. The retired member’s employment can’t be longer than a one (1) year period; however, the retired member can be reemployed for additional one (1) year periods;
4. The retired member is not drawing disability retirement benefits; and
5. The retired member can’t accrue additional retirement benefits.

The Director of Schools shall notify TCRS of the member’s reemployment and certify in writing that the retired member has the required experience and training for the position and that no other qualified persons are available to fill the position by completing the appropriate form.

---

Signature of Employee

---

Date

# Oneida Special School District

## Consultation with Tenured Employee

5.200.1

1 This is to confirm that \_\_\_\_\_ **[insert name of supervisor]** counseled  
2 with \_\_\_\_\_ **[insert name of employee]** about  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_ **[insert nature of misconduct reported]**.

6 I have counseled the employee about the above action and have:

7 \_\_\_\_\_ Cleared employee of any wrong.

8 \_\_\_\_\_ Informed the above employee that his/her failure to correct the conduct described  
9 above could result in disciplinary action, including but not limited to suspension.

10 \_\_\_\_\_ Informed employee of corrective action required.

11 Explain corrective action (attach additional sheet if necessary): \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**14 TO EMPLOYEE:**

15 \_\_\_\_\_ I agree with the above and wish to make no statement.

16 \_\_\_\_\_ I agree with the above and wish to make the following statement.

17 \_\_\_\_\_ I disagree with the above and wish to make the following statement.

18 Employee's Statement: \_\_\_\_\_

19 \_\_\_\_\_

20 \_\_\_\_\_

21 I hereby acknowledge that I was informed of the conduct and corrective action described above. I  
22 further acknowledge receipt of a copy of this consultation notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

23 *Note: File original in employee's personnel file.*

# Oneida Special School District

## Intention to Resign

5.200.2

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I wish to resign as an employee of the school system effective at the close of the day on \_\_\_\_\_.

My specific assignment is \_\_\_\_\_ **[insert grade/subject/title]** with  
\_\_\_\_\_ **[school/department/area]**.

I am resigning because:

\_\_\_\_\_ My health will not allow me to continue.

\_\_\_\_\_ I am leaving the community.

\_\_\_\_\_ I am dissatisfied with my job.

\_\_\_\_\_ I am taking other employment.

\_\_\_\_\_ I am going to school.

\_\_\_\_\_ I have found a position with better pay.

\_\_\_\_\_ My family needs me at home.

If moving, please provide new address: \_\_\_\_\_

*Health Insurance (initial below)*

\_\_\_\_\_ I am leaving state employment. I understand that my coverage ends on the last day of the month in which my resignation is effective.

\_\_\_\_\_ I am covered by the state health insurance program. I understand that, if I am employed by another school system in this state (or administrative unit), my coverage will be transferred.

\_\_\_\_\_

Signature

Date

*Note: This form can be used for all employees regardless of their employment status (i.e. tenured).*



# Oneida Special School District

## Intention to Retire

5.200.3

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I wish to retire as an employee of the school system effective at the close of the day on \_\_\_\_\_.

My specific assignment is \_\_\_\_\_ **[insert grade/subject/title]** with  
\_\_\_\_\_ **[school/department/area]**.

If moving, please provide new address: \_\_\_\_\_

### *Health Insurance (initial below if applicable)*

\_\_\_\_\_ I am leaving state employment. I understand that my coverage ends on the last day of the month in which my retirement is effective.

\_\_\_\_\_ I am eligible for state health insurance membership in the retired group.

\_\_\_\_\_ I am covered by the state health insurance program. I understand that, if I am employed by another school system in this state (or administrative unit), my coverage will be transferred.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: This form can be used for all employees regardless of their employment status (i.e. tenured).*

# Oneida Special School District

## Consultation with Non-Tenured Employee

5.201.1

1 This is to confirm that \_\_\_\_\_ **[insert name of supervisor]** counseled  
2 with \_\_\_\_\_ **[insert name of employee]** about  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_ **[insert nature of misconduct reported]**.

6 I have counseled the employee about the above action and have:

7 \_\_\_\_\_ Cleared employee of any wrong.

8 \_\_\_\_\_ Informed the above employee that his/her failure to correct the conduct described  
9 above could result in disciplinary action, including but not limited to a recommendation of  
10 dismissal from employment or nonrenewal of employment.

11 \_\_\_\_\_ Informed employee of corrective action required.

12 Explain corrective action (attach additional sheet if necessary): \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**15 TO EMPLOYEE:**

16 \_\_\_\_\_ I agree with the above and wish to make no statement.

17 \_\_\_\_\_ I agree with the above and wish to make the following statement.

18 \_\_\_\_\_ I disagree with the above and wish to make the following statement.

19 Employee's Statement: \_\_\_\_\_

20 \_\_\_\_\_

21 \_\_\_\_\_

22 I hereby acknowledge that I was informed of the conduct and corrective action described above. I  
23 further acknowledge receipt of a copy of this consultation notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

24 *Note: File original in employee's personnel file.*

# Oneida Special School District

## Consultation with Non-Certified Employee

5.202.1

1 This is to confirm that \_\_\_\_\_ **[insert name of supervisor]** counseled  
2 with \_\_\_\_\_ **[insert name of employee]** about  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_ **[insert nature of misconduct reported]**.

6 I have counseled the employee about the above action and have:

7 \_\_\_\_\_ Cleared employee of any wrong.

8 \_\_\_\_\_ Informed the above employee that his/her failure to correct the conduct described  
9 above could result in disciplinary action, including but not limited to suspension or dismissal  
10 from employment.

11 \_\_\_\_\_ Informed employee of corrective action required.

12 Explain corrective action (attach additional sheet if necessary): \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**15 TO EMPLOYEE:**

16 \_\_\_\_\_ I agree with the above and wish to make no statement.

17 \_\_\_\_\_ I agree with the above and wish to make the following statement.

18 \_\_\_\_\_ I disagree with the above and wish to make the following statement.

19 Employee's Statement: \_\_\_\_\_

20 \_\_\_\_\_

21 \_\_\_\_\_

22 I hereby acknowledge that I was informed of the conduct and corrective action described above. I  
23 further acknowledge receipt of a copy of this consultation notice.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# Oneida Special School District

## Recommendations and File Transfers

5.203.1

Human Resources shall be responsible for the routine transmission of administrative and personnel files of prior employees to new employers. Requests for recommendations or additional information shall be directed to the Director of Schools and then to the appropriate supervisor of the prior employee, if applicable. Human Resources shall maintain a record of all recommendations made by district employees.

The Director of Schools or/designee shall maintain a list of all employees, contractors, or agents who are believed to have engaged in sexual misconduct regarding a minor or student in violation of the law. In the event a recommendation or information other than a personnel file of any such person is requested by a new employer, the Director of Schools or/designee shall contact the police department to confirm the status of the investigation and/or charges. If the matter has not been officially closed, The Director of Schools or/designee shall notify the new employer in writing that he/she is prohibited from providing any information other than the administrative and personnel files.

# Oneida Special School District

**Exit Interview**

**5.204.1**

**\*\* To be completed by Supervising Administrator\*\***

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Mail final check to: \_\_\_\_\_

Or final direct deposit date: \_\_\_\_\_

FINAL DATE OF EMPLOYMENT: \_\_\_\_\_

**SEPARATION INFORMATION**

Reason for leaving: \_\_\_\_\_ Quit/Resigned \_\_\_\_\_ Discharge \_\_\_\_\_ Lack of work \_\_\_\_\_ Retire

\_\_\_\_\_ Other, explain: \_\_\_\_\_

Eligible for rehire: \_\_\_\_\_ Yes \_\_\_\_\_ No

- Return of badge/collected by: \_\_\_\_\_ not applicable
- Return of keys/collected by: \_\_\_\_\_ not applicable
- Return company tools/equipment collected by: \_\_\_\_\_

I certify that the above worker has been separated from work and the information furnished hereon is true and correct.

\_\_\_\_\_  
/

OSSD Administration Signatures/Date

**Central Office Use**

- Delete email address \_\_\_\_\_
- Unused sick/vacation reconciliation \_\_\_\_\_ sick \_\_\_\_\_ vacation \_\_\_\_\_ personal
- Health insurance file \_\_\_\_\_ COBRA info \_\_\_\_\_
- Retirement information \_\_\_\_\_
- State Separation form mailed (if applicable): \_\_\_\_\_
- Final paycheck \_\_\_\_\_
- Updated LG \_\_\_\_\_
- Pull I9, W4, BG, DS, Physical form, DCS
- Update MBC \_\_\_\_\_
- Update State Benefit job data change (FT employees) \_\_\_\_\_
- USABLE notification/update \_\_\_\_\_

Employee received, if applicable: \_\_\_\_\_ Wages in lieu of notice \_\_\_\_\_ Severance pay Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
/

OSSD Central Office Signatures/Date

**\*\* RETURN THIS FORM TO CENTRAL OFFICE WITH BADGE / KEYCARD \*\***



# Oneida Special School District

**Request for Leave Form**

**5.301.1**

Employee Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Employee status: ( ) Full time ( ) Part time

Employee using accumulated Sick/Personal Days? ( ) Yes ( ) No

Requested leave dates (mm/dd/yy): \_\_\_\_\_ to \_\_\_\_\_.

Reason for the leave of absence:

---

---

---

I have read and fully understand the information contained in Oneida Special School District's Leave of Absence Policy.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

# Oneida Special School District

**Request for Leave Form**

**5.301.1**

To be completed by the Director of Schools:

Leave request is: \_\_\_\_\_ Approved    \_\_\_\_\_ Not Approved

If not approved, provide an explanation:

---

---

---

Director of Schools Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Oneida Special School District

## Certification of Sick Leave

5.302.1

1 Employee Name \_\_\_\_\_

2

3 School/Department \_\_\_\_\_ Position \_\_\_\_\_

4

5 REQUESTED LEAVE: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

6

### PHYSICIAN'S STATEMENT

7 I hereby certify my patient's request for leave of absence for the following medical reason(s):

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 PHYSICAL DISABILITY STARTING DATE: \_\_\_\_\_

12 ENDING DATE: \_\_\_\_\_

13 In my qualified opinion, this patient will be physically able to return to their position on a

14  full time basis       restricted basis      on the following date \_\_\_\_\_.

15 \*If on a restricted basis, include a separate sheet describing employee's restrictions.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

Physician Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

# Oneida Special School District

## Release of Confidential HIV-Related Information

5.401.1

1 Confidential HIV-related information is any information indicating a person has tested positive for  
2 HIV or has AIDS. Confidential HIV-related information may only be given to those listed on this form  
3 and for the reason(s) listed.

4 Person whose HIV-related information will be released: \_\_\_\_\_

5 \_\_\_\_\_

6 Name, address, and relationship of person signing this form if other than above: \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 Name and address of person(s) to be provided HIV-related information: \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 Reason for release of HIV-related information: \_\_\_\_\_

15 \_\_\_\_\_

16 Dates release is authorized:

17 From \_\_\_\_\_ to \_\_\_\_\_

18 My questions about this form have been answered. I understand I am not required to release HIV-  
19 related information, and I may withdraw my permission at a later date.

20 \_\_\_\_\_

21 Signature of Impacted Employee

Date

# Oneida Special School District

## Infection Control Plan

5.401.2

### PRECAUTIONARY MEASURES

Director of Coordinated School Health will be responsible for overseeing the infection control plan within the school district and will ensure that all employees are notified of the appropriate procedures to protect against the transmission of diseases. Prudent actions are to be employed by all staff and students. These actions shall focus primarily on steps that students and staff members can take to ensure their own well-being.

The following procedures are the appropriate hygienic and sanitation practices for all staff and students:

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, and/or other bloodborne pathogens;
2. Whenever possible, students shall be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band aids. If assistance is required, band aids may be applied after removal of gloves if caretaker will not come into contact with blood or wound drainage;
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which the individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment, and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing, and cleaning up vomit;
4. Immediate, complete, and effective hand washing with soap and running water of at least thirty (30) seconds duration shall follow any time there is contact with potentially infectious materials;
5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure, or through an open sore or break in the skin, a thorough washing, preferably

- with germicidal soap, is necessary;
6. In the event that handwashing facilities are not readily available, a thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands shall be washed with soap and running water as soon as feasible;
  7. Any surface contaminated with blood or other potentially infectious materials shall be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use or a freshly made solution of one part bleach to nine (9) parts water and allowed to air dry. Other disinfectants, as recommended by the Center for Disease Control, may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys, and changing tables;
  8. An EPA approved disinfectant shall be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
  9. Contaminated laundry such as clothing and towels shall be placed and transported in bags and containers in accordance with the district's standard precautions. All such items shall be laundered with soap and placed in a dryer;
  10. Needles, syringes, broken glassware, and other sharp objects found on district property shall not be picked up by students or staff, at any time, without appropriate puncture-proof gloves or mechanical device such as a broom, brush, and dust pan. Any such items found shall be disposed of in closable puncture resistant, leakproof containers that are appropriately labeled or color-coded;
  11. All wastebaskets used to dispose of potentially infectious materials shall be lined with a plastic bag liner that is changed daily;
  12. Gloves and repellent gowns, aprons, or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing, and disposing of regulated waste with gross contamination;
  13. Maximum protection with gloves, face, and/or eye protection and gowns are required whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood; and
  14. If a first aid situation occurs, students shall report to a person in authority, and staff shall report to a supervisor.

## FOLLOW-UP PROCEDURES

These procedures shall be initiated when either of the following occurs:

1. Contact of blood or body fluids to workers with chapped or abraded skin; or
2. A splash of blood or body fluids to the eyes, nose, or mouth.

The follow-up procedures shall consist of:

1. Documentation of the exposure;
2. Collection and testing of the source's blood for HBV/HIV if possible;
3. Collection and testing of the affected employee's blood for HBV/HIV immediately;
4. Medical evaluation of the affected employee by a physician; and
5. Further blood testing as needed.

## INFORMATION AND TRAINING

**Assistant Director of Schools** shall be responsible to ensure that all employees, including newly hired staff, receive current HIV and HBV training. This training shall include, but is not limited to, the following:

1. A general explanation of the epidemiology and symptoms and HIV and HBV;
2. An explanation of the modes of transmission of HIV and HBV;
3. A copy and an explanation of the infection control program;
4. An explanation of the importance of universal precautions and other work practices to reduce work exposure;
5. An explanation of the availability, use, and disposal of protective equipment and procedures;
6. An explanation of the proper clean-up of blood spills;
7. An explanation of the follow-up procedures if actual contact with blood or body fluids occur;
8. An explanation of how to determine if a task will fall under the infection control program; and
9. An explanation of the availability of pre- and/or post-HBV vaccination and important information about the infection and the vaccine.

## CONFIDENTIALITY

Human Resources and the Director of Coordinated School Health will work in conjunction with the Director of Schools to ensure that all medical information will be held in strict confidence.



# Oneida Special School District

## Report of Exposure to HIV/HBV

5.401.3

1 This report is to be completed when an incident of exposure to blood or body fluids occurs. Should exposure  
2 occur, administration of the vaccine should be within twenty-four (24) hours of exposure. Fill out the below and  
3 submit the completed report to Lead Nurse and/or Director of Coordinated School Health.

4 Name of Employee Exposed: \_\_\_\_\_

5 Date of Exposure: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

6 Describe How the Exposure Occurred: \_\_\_\_\_

7 \_\_\_\_\_

8 Name of Source Individual: \_\_\_\_\_

9 Source Individual's Blood Tested:  Yes  No

10 Exposed Employee Notified of Results:  Yes  No

11 Has Consent Been Obtained?  Yes  No

12 Exposed Employee's Blood Collected and Tested: \_\_\_\_\_

13 Appointment Arranged for Employee with Healthcare Professional

14 Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

15 Documentation Forwarded to Healthcare Professional

16 \_\_\_\_\_ Bloodborne Pathogens Standards

17 \_\_\_\_\_ Description of Exposed Employees Duties

18 \_\_\_\_\_ Description of Exposure Incident, including Routes of Exposure

19 \_\_\_\_\_ Results of Source Individual's Blood Testing

20 \_\_\_\_\_ Employee's Medical Records

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee

Date

# Oneida Special School District

## Infectious Disease Checklist

5.402.1

- 1 • Designate a person to be in charge of the infection control program.
- 3 • Make an exposure determination for all employees who have a possible exposure to blood or  
4 potentially infectious material.
- 6 • Use "Universal Precautions." Treat all exposures to blood as if they are infectious.
- 8 • Establish a written program for infectious disease control.
- 10 • Train all new employees on the effects of infectious diseases prior to putting them to work. Do  
11 annual refresher training.
- 13 • Maintain annual training records for the infection control program.
- 15 • Provide personal protective equipment: gloves, gowns, goggles/masks, and resuscitation  
16 equipment. This must be furnished at no cost to the employee.
- 18 • If personal protective equipment is non-disposable, then cleaning must be done at no cost to  
19 employee.
- 21 • Establish hand-washing protocols.
- 23 • Use an EPA approved disinfectant after cleaning blood spills.
- 25 • Transport linen soiled with blood or body fluids in leakproof bags.
- 27 • Make sure the person picking up and transporting the linen wears gloves.
- 29 • Provide sharps containers in the areas where the sharps are used.
- 31 • Make sure all waste receptacles are covered and are leakproof.
- 33 • Put all infectious waste in leakproof bags.
- 35 • Label all infectious waste by using a "RED" color-coded bag or one that is labeled  
36 "BIOHAZARD."
- 38 • Make sure the following are labeled until properly cleaned or disposed of: waste, equipment,  
39 rooms, and linens.

- 40 • Offer Hepatitis B vaccinations to all employees who are exposed to blood or any other  
41 potentially infectious material.
- 43 • Establish a follow-up procedure for persons who have an exposure incident to blood or any  
44 other potentially infectious material.
- 46 • Maintain an OSHA log.
- 48 • Make sure and have a Tennessee OSHA poster posted at your place of employment.
- 50 • Never recap needles by hand.
- 52 • Dispose of infectious or medical waste according to all local, state, and federal regulations.
- 54 • Disinfect or sterilize reusable equipment.

# Oneida Special School District

## Acceptance of Hepatitis B Immunization

5.402.2

1 Date \_\_\_\_\_

2I, \_\_\_\_\_,

3an employee of \_\_\_\_\_

4understand that I have been offered an opportunity to have a Hepatitis B (HBV) vaccination, free of  
5charge, in the amount and times prescribed by standard medical practices. I also understand that,  
6according to OSHA instructions, I may be at a high risk of being exposed to infectious diseases due to  
7my position within the school district. I understand that OSHA and my employer strongly urge that I  
8take the HBV vaccination.

9Yes, I will accept the offer:

10 \_\_\_\_\_

11Signature

Department

Date

12Internal Use Only:

13                      1st Injection                      2nd Injection                      3rd Injection

14Date \_\_\_\_\_

15Lot # \_\_\_\_\_

16Expire Date \_\_\_\_\_

17Route/Site \_\_\_\_\_

18Titer \_\_\_\_\_

19Comment \_\_\_\_\_

# Oneida Special School District

## Refusal of Hepatitis B Immunization

5.402.3

1 I understand that due to my occupational exposure to blood or other potentially infectious materials I  
2 may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be  
3 vaccinated with hepatitis B vaccine, at no charge to myself. However, I am deciding to decline the  
4 hepatitis B vaccination at this time. I understand that, by declining this vaccine, I continue to be at risk  
5 of acquiring hepatitis B. If in the future I continue to have occupational exposure to blood or other  
6 potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the  
7 vaccination series at no charge to me.

8 \_\_\_\_\_

9 Signature

Date

10 Name: \_\_\_\_\_

11 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

12 Address: \_\_\_\_\_

13 Department/Job Title: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

# Oneida Special School District

## Drug Testing of CDL Employees

5.403.1

### 1General

2The Director of Finance shall be responsible for overseeing all drug testing of CDL employees. He/she  
3shall also provide information on the use of alcohol and controlled substances, the effects on an  
4individual's life, and resources for seeking assistance.

5CDL employees shall be provided with a copy of this procedure and the accompanying board policy at  
6the beginning of each school year. Any employees hired after the start of the school year or transferred  
7to a position with these responsibilities after that time shall subsequently be provided copies of these  
8materials. Each employee shall sign a statement acknowledging that he/she has received these  
9materials.

10Oneida Special School District shall use ASMS to conduct the testing listed below. ASMS will  
11maintain a list of all the illegal substances that will be tested and the specific procedures utilized during  
12testing. This list will be placed in the employee handbook and provided to employees prior to testing.

### 13PRE-EMPLOYMENT DRUG TESTING

14Pre-employment drug testing will be performed by ASMS. If lab results are negative, employee  
15training will begin. If lab results are positive, no training will begin until either a doctor's note can be  
16provided to establish an explanation, or another test can be administered. If the final result is positive,  
17the individual shall not be employed by the district.

### 18POST-ACCIDENT TESTING

19Tests will be performed after all accidents. The driver will transport themselves (if able) from the  
20scene by the Transportation Director or/designee to the designated location. If an accident occurs after  
21business hours, the Transportation Director or/designee will utilize the after-hours clinic or nearest  
22medical facility. The Transportation Director or/designee will receive the results from the testing  
23facility.

24If the results are negative, the Transportation Director or/designee will transport the employee back to  
25district property and complete any necessary incident reports.

26If the results are positive, the Transportation Director or/designee will meet with his/her supervisor to  
27determine appropriate next steps.

28The post-accident testing process is subject to change depending on the severity of the accident and the  
29injuries sustained by the driver.

### 30REASONABLE SUSPICION TESTING

31Employees shall report concerns regarding possible drug use to their immediate supervisor. This report  
32may be based on the following factors:

- 33 1. Observable phenomena while at work, such as direct observation of drug or alcohol use or of  
34 the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- 36 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work  
37 performance;
- 39 3. A report of drug or alcohol use, provided by a reliable and credible source;
- 41 4. Evidence that an individual has tampered with a drug or alcohol test during employment with  
42 the current employer;
- 44 5. Information that an employee has caused, contributed to, or been involved in an accident while  
45 at work; or
- 47 6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs or used  
48 alcohol while working, while on the covered employer's premises, or while operating the  
49 employer's vehicle, machinery, or equipment.

50If testing is deemed necessary, the suspected employee will be immediately transported to the testing  
51facility.

52If the results are negative, the employee will return to work as scheduled.

53If the results are positive, the employee will meet with his/her supervisor and the principal to  
54determine appropriate next steps.

### 55RANDOM TESTING

56ASMS will use a computer program to randomly generate a list of employees for testing three (3)  
57times each school year. The testing dates will be selected by the lab. The Transportation Director  
58or/designee will contact employees and tell them to report to the designated location immediately.

59If the test is negative, the employee shall return to his/her normal work as scheduled.

60If the test is positive, the employee will be assigned other duties while waiting for additional lab  
61results. If those additional lab results are negative, the employee will return to his/her normal work

62schedule. However, if those results are positive, the employee will meet with his/her supervisor to  
63determine disciplinary measures up to and including termination.

64If any employee refuses to submit to testing, it is considered a positive test, and he/she will be subject  
65to disciplinary action up to and including termination.

#### **66DISSEMINATION**

67The Transportation Director or/designee shall be responsible for communicating the drug testing  
68process to all employees affected by this procedure and shall be accountable for its consistent  
69enforcement. The Transportation Director or/designee shall answer questions about this procedure, the  
70corresponding board policy, and all other matters, including any potential disciplinary consequences,  
71involved in the alcohol and drug testing of CDL drivers and the reasonable suspicion testing of all  
72other employees.

#### **73CONFIDENTIALITY**

74Results of tests will only be shared with appropriate personnel as necessary for recordkeeping,  
75licensure reporting, and disciplinary purposes, if applicable.

#### **76EMPLOYEE ASSISTANCE**

77Employee Assistance Program (EAP) and Optum 1.855.437.3486.

78



# Oneida Special School District

## CDL Employee Registration

5.403.2

1The District will conduct a full query of the Federal Motor Carrier Safety Administration's Drug and  
2Alcohol Clearinghouse to obtain information about a potential driver's eligibility under federal rules to  
3perform a safety-sensitive function.

4For current employees, the District will, at least annually, conduct a limited query of  
5the Clearinghouse for each driver. If information exists in the Clearinghouse about the individual  
6driver, the District will conduct a full query within 24 hours to determine the driver's eligibility under  
7federal rules to perform any safety sensitive function. If the District fails to conduct a full query within  
824 hours, it will not allow the driver to continue to perform any safety-sensitive function until it  
9conducts the full query and confirms that the driver may perform such functions.

# Oneida Special School District

## Complaint Form

5.501.1

1An employee who wishes to launch a complaint may do so by filing this form with any district  
2complaint manager. Fill out the below and submit the completed form to the Director of School  
3or/designee or Human Resources. If an employee has any questions as to the form, the complaint  
4manager may assist the employee in filing a grievance.

5Name of Complainant: \_\_\_\_\_ Date(s) of Incident(s): \_\_\_\_\_

6Address: \_\_\_\_\_

7Home Phone Number: \_\_\_\_\_ Best time to call: \_\_\_\_\_

8Cell Phone Number: \_\_\_\_\_ Best time to call: \_\_\_\_\_

9Name of person(s) that grievance is lodged against:

101.

112.

123.

13Site of Grievance: \_\_\_\_\_

14Nature of Grievance: \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_

18 \_\_\_\_\_

19\* Attach a signed statement giving complete account of the specifics of the grievance.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

20 *Internal Use Only:*

21 Grievance filed by:     Telephone             Written Document             Personal Visit

22 Date Written Complaint Received: \_\_\_\_\_

23 Complaint Investigator: \_\_\_\_\_

24 Comments: \_\_\_\_\_

25 \_\_\_\_\_

26 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Complaint Investigator

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Principal

Date

# Oneida Special School District

## Employee Dress Code

**5.600.1**

All employees shall exercise good judgment in their choice of appearance at work by dressing in a way that is appropriate to the situation and in a manner that will invoke a positive impression with students and the community. Such professional dress should promote a working and learning environment that is conducive to high student and staff performance.

See Employee Handbook at [www.oneidaschools.org](http://www.oneidaschools.org)

Principals and other administrative supervisors have delegated the authority and bear the responsibility for ensuring compliance with the employee dress code and are expected to counsel employees they supervise on professional appearance. Any employee whose attire or dress is not professional in the opinion of the principal/supervisor shall be directed to conform to this dress code.

# Oneida Special School District

## Comp time Authorization Form

5.602.1

Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Task Needing to be Accomplished: \_\_\_\_\_

Reason for Overtime: \_\_\_\_\_

\_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Employees will not receive additional compensation for comp time. Comp time can only be used for sick or personal leave. All comp time must be pre-approved by school or district administration. A record of comp time must be submitted to payroll.

\_\_\_\_\_

Signature of Employee

Date

\_\_\_\_\_

Signature of Supervisor

Date

\_\_\_\_\_

Signature of Director of Schools

Date

# Oneida Special School District

## Employee Timesheet

**5.602.2**

1All non-exempt employees shall accurately record working hours by clocking in/out using the  
 2MyBenefitsChannel.com portal provided at each location. If it is not working the employee should  
 3submit this form to the Payroll department prior to the end of the month for those particular days only.

4Name: \_\_\_\_\_ Location: \_\_\_\_\_

Month/Year _____	DATE	TIME IN	TIME OUT	TIME OFF Lunch/Other	TOTAL TIME Worked	COMMENTS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

---

Signature of Employee

Date

---

Signature of Supervisor

Date

# Oneida Special School District

## Staff-Student Relations

## 5.610.1

### 1 *General*

2 District employees, volunteers, student teachers, and independent contractors (referred to as “adults”)  
3 shall establish and maintain appropriate personal boundaries with students and not engage in any  
4 behavior that is prohibited by this procedure or board policy or that creates the appearance of  
5 prohibited behavior.

6 This is not intended to interfere with appropriate personal relationships between adults and students  
7 and their families that exist independently of the district or to interfere with participation in civic,  
8 religious, or other outside organizations that include district students. This procedure is not intended to  
9 interfere with such relationships or to limit activities that are normally consistent with such  
10 relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the  
11 nature of the activity.

### 12 **NOTIFICATION**

13 All adults shall be informed of the conduct that is prohibited by board policy and this procedure as well  
14 as the disciplinary actions that may result.

15 Independent contractors doing business with the district shall submit a signed statement that their  
16 employees who have interaction with students or are present on school grounds are informed of these  
17 provisions.

### 18 **PROHIBITED CONDUCT**

#### 19 *Social Interactions*

20 In order to maintain professional boundaries, adults shall ensure that their interactions with students  
21 are appropriate.

22 Examples of prohibited conduct that violate professional boundaries include, but are not limited to:

- 23 1. Disclosing personal, sexual, family, employment concerns, or other private matters;
- 24 2. Exchanging notes, emails, or other communications of a personal nature with a student;
- 25 3. Giving personal gifts, cards, or letters to a student without written approval from the principal;
- 26 4. Touching students without a legitimate educational reason;
- 27
- 28
- 29
- 30



- 1 5. Singling out a particular student or students for personal attention or friendship beyond the  
2 ordinary professional adult-student relationship;
- 3
- 4 6. Taking a student out of class without a legitimate educational reason;
- 5
- 6 7. Being alone with a student behind closed doors without a legitimate educational reason;
- 7
- 8 8. Initiating or extending contact with a student beyond the school day or outside of class times  
9 without a legitimate educational reason;
- 10
- 11 9. Sending or accompanying a student on personal errands;
- 12
- 13 10. Inviting a student to the adult's home;
- 14
- 15 11. Going to a student's home without a legitimate educational reason;
- 16
- 17 12. Taking a student on outings without prior notification to and approval from both the  
18 parent(s)/guardian(s) and the principal;
- 19
- 20 13. Giving a student a ride in a vehicle in a nonemergency situation without prior notification to  
21 and approval from both the parent(s)/guardian(s) and the principal/designee;
- 22
- 23 14. Addressing students or permitting students to address adults with personalized terms of  
24 endearment, pet names, or otherwise in an overly familiar manner;
- 25
- 26 15. Telling a student personal information;
- 27
- 28 16. Encouraging students to confide their personal or family problems and/or relationships to adults  
29 who are not guidance or counseling staff, psychologists, social workers, or other adults with  
30 designated responsibilities to counsel students. If a student initiates such discussions, the  
31 student should be referred to the appropriate school resource;
- 32
- 33 17. Furnishing alcohol, drugs, or tobacco to a student or being present where any student is  
34 consuming these substances; and
- 35
- 36 18. Engaging in harassing or discriminatory conduct prohibited by board policy or by state and  
37 federal law.

38 For purposes of this procedure, legitimate educational reasons include matters or communications  
39 related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical  
40 injury or other medical needs, school administration, or other purposes within the scope of the adult's  
41 job duties. Examples of a legitimate educational reason could include the need for assistance when  
42 injured, a student having an accident and requiring assistance, appropriate coaching instruction, or  
43 appropriate music instruction.

1 *Romantic or Sexual Relationships*

2 Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or  
3 sexual relationship with any student enrolled in the district, regardless of the student's age.

4 Prohibited romantic or sexual interaction involving students includes, but is not limited to:

- 5 1. Sexual physical contact;
- 6
- 7 2. Romantic flirtation, propositions, or sexual remarks;
- 8
- 9 3. Sexual slurs, leering, epithets, sexual, or derogatory comments;
- 10
- 11 4. Personal comments about a student's body;
- 12
- 13 5. Sexual jokes, notes, stories, drawings, gestures, or pictures;
- 14
- 15 6. Spreading sexual or romantic rumors;
- 16
- 17 7. Touching a student's body or clothes in a sexual or intimate way;
- 18
- 19 8. Accepting massages or offering or giving massages other than in the course of injury care  
20 administered by an athletic trainer, coach, or health care provider;
- 21
- 22 9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner;  
23 and
- 24
- 25 10. Displaying or transmitting sexual objects, pictures, or depictions.

26 *Electronic Communications*

27 Electronic communications include, but are not limited to, emails, instant messages, and  
28 communications made by means of an internet website, including social media and other networking  
29 websites. These with students shall be for legitimate educational reasons only.

30 When available, district-provided email or other district-provided communication devices shall be used  
31 when communicating electronically with students. The use of district-provided email or other district-  
32 provided communication devices shall be in accordance with board policy and any administrative  
33 procedures.

34 All electronic communications from coaches and advisors to team or club members shall be sent in a  
35 single communication to all participating team or club members, except for communications  
36 concerning an individual student's medical or academic privacy matters and will be copied to the  
37 principal. In the case of sports teams under the direction of the Athletic Director, such medical or  
38 academic communications shall also be copied to the Athletic Director.

39 Adults shall not follow or accept requests for current students to be friends or connections on personal  
40 social networking sites. Adults shall not create any networking site for communication with students

1 other than those provided by the district for this purpose without the prior written approval of the  
2 principal.

### 3 **REPORTING INAPPROPRIATE OR SUSPECT CONDUCT**

4 Any person, including a student, who has concerns about or is uncomfortable with a relationship or  
5 interaction between an adult and a student, shall immediately notify the principal or Guidance  
6 Counselor.

7 All district employees, independent contractors, and volunteers who have reasonable cause to suspect  
8 that a child is the victim of child abuse shall immediately report the suspected abuse in accordance  
9 with applicable law and board policy.

10 Employees shall not retaliate against any person for reporting any action pursuant to this procedure or  
11 for participating as a witness in any related investigation or hearing.

### 12 **INVESTIGATION**

13 Allegations of inappropriate conduct shall be promptly investigated in accordance with board policy  
14 and administrative procedures utilized for complaints of harassment.

15 It is understood that some reports will be based on rumors or misunderstandings. If, as the result of an  
16 investigation, any individual, including the reported adult, the reporter, or a witness, is found to have  
17 intentionally provided false information in making the report or during the investigation or hearings  
18 related to the report, or if any individual intentionally obstructs the investigation or hearings, these  
19 actions may be addressed as a violation of this procedure and other applicable laws and board policies.  
20 Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult,  
21 attempting to alter or influence witness testimony, and destruction of or hiding evidence.

### 22 **DISCIPLINARY ACTION**

23 A district employee who violates this procedure may be subject to disciplinary action, up to and  
24 including, termination in accordance with all applicable board disciplinary policies and administrative  
25 procedures.

26 A volunteer, student teacher, or independent contractor or an employee of an independent contractor  
27 who violates board policy and any administrative procedure on this matter may be prohibited from  
28 working or serving in district schools for an appropriate period of time or permanently, as determined  
29 by the Director of Schools/designee.

### 30 **TRAINING**

31 The district shall provide training with respect to the provisions of this procedure and board policy to  
32 current and new district employees, volunteers, and student teachers.

33 The district may require independent contractors and their employees who interact with students or are  
34 present on school grounds to receive training on this procedure and board policy.

# Oneida Special School District

## Arrangements for Substitute Teachers

5.701.1

### LESSON PLANS

Each teacher is to keep a set of daily lesson plans. These plans are to be made in advance and kept in the teacher's desk where, if an emergency arises, a substitute teacher will have easy access to them.

### EMERGENCY FOLDERS

Each teacher will file an emergency folder in the office. The folder will contain the following:

1. Daily schedule;
2. Title(s) and location(s) of books used (including teachers' guides and general procedures and plans for use;
3. Seating chart (or names on desks in the lower grade);
4. Location of special materials (tests, work sheets, etc.);
5. Emergency procedures and materials if class work associated with the daily lesson cannot for some reason be covered by a substitute teacher;
6. List of routine procedures and how to handle them;
7. Schedule of students and times for special instruction;
8. Cafeteria, assembly, assembly seating, club, detention, recess schedules (whenever applicable);
9. Car rider and bus list; and
10. Pertinent personal data (such as any special requirements related to disabled students).

# Oneida Special School District

## Performance Report for Substitute Teachers

5.701.2

1The following areas are a concern for \_\_\_\_\_ School for the substitute  
2teacher named below.

3Name of Substitute: \_\_\_\_\_ ID# \_\_\_\_\_

4Date of Substituting: \_\_\_\_\_ Assignment: \_\_\_\_\_

5Area of concern with a short explanation:

6  Lack of classroom control \_\_\_\_\_

7  Accurate records not kept \_\_\_\_\_

8  Failed to provide written feedback \_\_\_\_\_

9  Physical aggression against student \_\_\_\_\_

10  Received parental complaint \_\_\_\_\_

11  Did not follow lesson plans or routines \_\_\_\_\_

12  Other \_\_\_\_\_

13Lack of professionalism:

14  Inappropriate dress \_\_\_\_\_

15  Arrived late and/or left early \_\_\_\_\_

16  Improper language \_\_\_\_\_

17  Other \_\_\_\_\_

18These incidents were reported by:

19  Students  Staff  Both

20 In the future, I would prefer NOT to have this substitute teacher assigned to:

21

22  Name of Substitute Teacher: \_\_\_\_\_

23

24  Grade level: \_\_\_\_\_

25

26  The building in any capacity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal's Signature

Date

# Oneida Special School District

## Teacher Effect Data

**5.1141.1**

1 **DISTRIBUTION**

2 Teacher effect data shall be kept on file in the central office and will be distributed to the respective  
3 teacher, his/her appropriate administrators, and board members. The data may be distributed to the State  
4 Board approved teacher preparation program as well as to third parties who are conducting research for,  
5 or on behalf of, the school district.

6 **SECURITY**

7 Administration shall be responsible to ensure the confidentiality of the teacher effect data and to ensure  
8 that the correct recipient receives the correct data.

9 A third party receiving the data for research purposes shall execute a signed data sharing agreement with  
10 the school district that includes provisions safeguarding the privacy and security of the data.