

Mullen Public Schools
Job Descriptions
Position: Activities Director

Position Summary: Provide professional leadership for the district's athletic and activity programs. Oversees the entire athletics and activities programs for the district.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

- Collaborate and maintain a professional working relationship with all coaches, sponsors, and administration to provide an environment and schedule conducive to the needs of all student participants.
- Hire all officials for contests in collaboration with coaches.
- Maintain and record student insurance and student physicals
- Monitor and record check out/in of all uniforms and equipment
- Monitor effective storage of all equipment
- Complete all paperwork and send to the NSAA and opposing school districts on time.
- Notify and confirm with opposing Activities Directors all contests
- Set up facilities for all home events
- Requests money box for gate and official's check in a timely manner
- Schedule game help for all home events (chains, clock, scoreboard, etc.)
- Monitor coaches to keep locker rooms clean and neat.
- Recommend to the superintendent all supply purchases as soon as the coach requests them.
- Collaborate with the principal/superintendent to make decisions, based on weather, to determine if practice/contest is to be held.

Supervisory Duties

- Supervise all scheduled workers for home events unless coaching at the time then will need to collaborate with the administration.
- Supervise and attend all home activities for 7 -12 grades
- Collaborate with Administrative personnel from both Mullen school sites to make sure an administrator is available to supervise and attend all away activities for all 7-12 activities.
- Maintains effective activities' discipline according to school policies in collaborations with the Principal and Superintendent.
- Attends Conference Activity Director meetings
- Gives a monthly Activities Director report for the high school principal to present at B.O.E. meetings.
- Evaluate uniform and athletic equipment inventory and submits a recommendation to the administration.

General Responsibilities

- Be knowledgeable of MPS Policy and NSAA policy for rules and regulations
- Maintain a physical environment conducive to successful operations

- Maintains proper perspective between activity and academic programs
- Maintain and promote a positive activities climate by modeling sportsmanship, demonstrating school spirit, and maintaining collaborative, professional relationships with both the coaches/sponsors and the participants.
- Not evaluate, critique, or downgrade any coaches/sponsors, but instead brings the concerns to the superintendent to handle in an appropriate manner.
- Perform well under stressful situations
- Manage Time well
- Be punctual and on time
- Carry a positive attitude towards students and coaches/sponsors.
- Demonstrate positive relationship skills while being friendly and courteous
- Demonstrate good writing and speaking skills
- Respond positively and professionally to criticisms.
- Communicates effectively with administration and all other personnel.
- Comply and support all administrative decisions
- Comply with other duties as assigned pertaining to this position.

Mullen Public Schools

Job Descriptions

Position: Annual Yearbook Advisor

Position Summary- Provide leadership, guidance and organization to the Yearbook staff teaching skills of teamwork, responsibility, perseverance, and attitude.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains communication with students, parents, staff & administration.
- Provides a schedule of pages to be complete and gives due dates to complete these pages.
- Maintains good public relations.
- Maintains a professional relationship with students, parents, and coaches.
- Maintains communication with the company taking school pictures and with parents who may have pictures that could be utilized for the yearbook.
- Uses appropriate language and feedback when communicating.
- Evaluates members and keeps track of participation on what he/she needs to do in order to contribute to the yearbook or improve individually.
- Develops a schedule of students to attend events to get photos for the yearbook.
- Carries a positive attitude towards all members regardless of skill level.
- Presents and Promotes a positive image of Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attend adequate and feasible school/state offered conferences/workshops
- Utilizes outside resources for professional growth.
- Reaches out to experts in the field in order to prepare members for contests
- Demonstrates professional ethics

Employment Performance

- Assists all students in coordinating and preparing the yearbook.
- Encourages members
- Maintains all statistics, attendance, and all paperwork.
- Demonstrates effective use of time.
- Reinforces good work ethic to members
- Maintains inventory with check out/in procedures at both the beginning and the end of the school year.
- Takes responsibility for all fundraising for Yearbook
- Maintains all funds and the acquiring of funds.
- Coordinates the sale of yearbook ads and works directly with office staff to deposit the funds.
- Assumes responsible for selling the yearbooks, getting a list made of those prepaid, ordering the correct number of books each year. Handing out books when they come back in the fall.
- Completes the yearbook prior to leaving for summer break.
- Requisitions all ordering of equipment related to yearbook through the Principal and the Superintendent.
- Uses common sense.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Follows the directive of the Principal and/or the Superintendent.

Mullen Public Schools

Job Descriptions

Position: Assistant Athletic/Fine Arts Coach

Position Summary: Provide leadership in assistance to the head coach.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by

administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains appropriate communication with the head coach, students, & parents.
- Maintains good public relations.
- Maintains a professional relationship with students, parents, and coaches.
- Uses appropriate language and feedback when communicating with players.
- Carries a positive attitude towards students.
- Presents and Promotes a positive image of the Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control and composure in stressful situations.
- Takes initiative and exhibits diligent work habits.
- Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attends all required school/state offered conferences/workshops
- Utilizes resources for professional growth in adherence to the head coach.
- Attends all off season camps and leagues in relationship with their sport.
- Demonstrates professional ethics

Employment Performance

- Demonstrates effective use of time.
- Reinforces and demonstrates good work ethic to players and fellow coaches.
- Follows directives of the Head Coach even in disagreement.
- Respects all decisions made by the head coach even if in disagreement
- Helps with Equipment Check Out/In and Fundraising directed by Head Coach.
- Helps with events directed by the Head Coach.
- Uses common sense.
- Is accepting of others.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Carries out all assigned responsibilities and duties that may be assigned through the course of the job.

Mullen Public Schools

Job Descriptions

Position: K-5 Elementary School Building Secretary

The following list is intended to be a general description of the employees' job duties and responsibilities as a 10-month employee. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Secretarial Duties

- Keeps attendance records in collaboration with the building principal
- Types bulletins, announcements, and other such information
- Provides general first-aid for students in the absence of school nurse
- Prepare all out-going mail and disperses all incoming mail
- Welcomes substitute teachers and gives them appropriate materials
- Organizes items for printing to send home
- Inputs all student registration information into PowerSchool
- Assists with productions of all programs: Sports, Music, etc.
- Produces Award Certificates for Awards night

Maintaining Records

- Maintains PowerSchool attendance reporting
- Help Principal to print and mail all student reports including report cards
- Help building principal with NSSRS reporting
- Maintains student information: i.e. Immunizations and Birth Certificates
- School Lunch Coordinator
 - Compiles and maintains Hot Lunch account data
 - Processes all deposits for school lunch accounts
 - Keeps school lunch software up to date
 - Processes all Free & Reduced meal applications
 - Performs all necessary on-site monitoring for the school lunch program
 - Works directly with NDE personnel to maintain compliance with the Food Service Program.
 - Keeps track of all forms for free & reduced students and relays that information as needed.

Receptionist Duties

- Answers phone, directs calls, and takes messages
- Prepare and email morning attendance and announcements
- Greets visitors and inquires as to their business at the school, and finishes conversations in a timely manner conducive to the work environment.
- Promote a positive image for the school
- Demonstrate professional ethics
- Assists students and staff with copying materials when needed
- Respect all confidentiality

General Responsibilities

- Knowledgeable of student handbook & school regulations
- Maintains a physical environment conducive to successful operations
 - Maintains a clean, un-cluttered working office
- Performs well under stressful situations
- Manages Time well and is punctual and on time
- Demonstrates positive relationship skills
 - Carries a positive attitude towards all stakeholders

- Demonstrates good writing and speaking skills
- Responds positively to criticisms.
- Follows Contracted Hours and Receives permission if more time is necessary
- Complies with administrative decisions

Mullen Public Schools

Job Descriptions

Position: 6-12 High School Building Secretary

The following list is intended to be a general description of the employees' job duties and responsibilities as a 10 month employee. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Secretarial Duties

- Keeps attendance records in collaboration with the building principal
- Types bulletins, announcements, and other such information
- Provides general first-aid for students in the absence of school nurse
- Prepare all out-going mail and disperses all incoming mail
- Welcomes substitute teachers and gives them appropriate materials
- Organizes items for printing to send home
- Books lodging and keeps record of all lodging for district employees.
- Inputs all student registration information into PowerSchool
- Assists with productions of all programs: Sports, Music, etc.
- Produces Award Certificates for Awards night

Maintaining Records

- Maintains PowerSchool attendance reporting
- Prints and mails all student reports including report cards
- Help building principal with NSSRS reporting
- Maintains student information: i.e. Immunizations and Birth Certificates
- Coordinates lodging accommodations with Superintendent (HS only)
- Prepares cash boxes, receipts & deposits monies for events (HS only)

Receptionist Duties

- Answers phone, directs calls, and takes messages
- Prepare and email morning attendance and announcements
- Greets visitors and inquires as to their business at the school, and finishes conversations in a timely manner conducive to the work environment.
- Promote a positive image for the school
- Demonstrate professional ethics
- Assists students and staff with copying materials when needed
- Respect all confidentiality

General Responsibilities

- Knowledgeable of student handbook & school regulations
- Maintains a physical environment conducive to successful operations
 - Maintains a clean, un-cluttered working office

- Performs well under stressful situations
- Manages Time well
- Is punctual and on time
- Demonstrates positive relationship skills
 - Carries a positive attitude towards all stakeholders
- Demonstrates good writing and speaking skills
- Responds positively to criticisms.
- Follows Contracted Hours and Receives permission if more time is necessary
- Complies with administrative decisions

Mullen Public Schools

Job Descriptions

Position: Bus Driver

Position Summary: Willing and able to drive all assigned routes, transporting students to and from their homes, as needed and assist the superintendent with various duties as needed.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and administration.
 - Reporting all security problems, safety problems and damages encountered to the Administration.
 - Provides appropriate and timely communication to administration and parents as needed.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Carries a positive attitude towards students.
 - Has effective control of students on bus and maintains a safe environment for all passengers.
 - Maintains good public relations.

Employment Performance

- Knowledgeable on all areas of the job
 - Nebraska Rule 91 guidelines and procedures
 - Maintains current bus driver passenger and CDL license when applicable
 - Demonstrates safe driving habits.
 - Plans and executes evacuation drills.
 - Follows assigned routes and time schedules.
- Ability to utilize and maintain all aspects of the route vehicle.
 - Maintains bus in good working condition and reports problems.
 - Keeps bus clean.
- Performs all required tasks in a satisfactory manner.
- Respects confidentiality when necessary.
- Demonstrates effective use of time.
- Responds appropriately to both praise and criticism from Superintendent.
- Follows directives of Superintendent.

Mullen Public Schools

Job Descriptions

Position: Business Manager

Position Summary: Manage all bank accounts (general fund, bond fund, lunch fund, activity fund), accounts payable, and secretarial duties for the Superintendent, Athletic Director and Board of Education and Manage all aspects of the District's Human Resource and Payroll process. Perform secretarial duties as required by the Superintendent and School Board.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Secretarial Duties

- Greets visitors and inquires as to their business at the school
- Promote a positive image for the school
- Demonstrate professional ethics
- Respect all confidentiality

Bookkeeper Duties

- Maintain archival of state and federal reports
- Maintain archival of all insurance documents.
- Maintain all accounts payable documents and reports
- Maintain and record personnel records
- Maintain all financial funds
 - Maintaining and updating district records, accounting records, financial records and payroll records.

- Prepares general fund accounting: coding, processing invoices
- Preparing and processing paperwork necessary for billing or paying invoices.
- Maintains activity and misc. funds accounting
- Complete, files, and records payroll and end of period reports
 - Help with Audit procedures
 - Compiles numbers for budget for monthly board meetings.
- Teacher and Substitute attendance
 - Keep records of staff absences reports information to the administration periodically.
 - Complete and Files paperwork involved with staff absences and substitute teachers
- Transportation Responsibilities
 - Conduct Drug & Alcohol testing for all bus drivers as required by law
 - Provides payment to stakeholders receiving mileage reimbursement.

General Responsibilities

- Knowledgeable of school and district rules and regulations
- Maintain a physical environment conducive to successful operations
- Performs well under stressful situations
- Manages Time well
 - Is punctual and on time
- Carries a positive attitude towards all stakeholders
- Demonstrates good writing and speaking skills
- Respond positively to criticisms.
- Complies with administrative decisions

Mullen Public Schools

Job Descriptions

Position: Cheer Sponsor

Position Summary- Provide leadership, guidance and organization to the cheerleaders teaching skills of teamwork, responsibility, perseverance, and attitude through promoting school spirit and pep to the Mullen athletic programs.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains communication with students, parents, staff & administration.
- Provides a schedule of practices/itinerary of game day plans to parents and cheerleaders.
- Maintains good public relations.

- Collaborates with Activities Director to develop their team contract and follows policy to ensure all students are meeting district standards. (i.e. Physicals, concussion testing, academics etc.)
- Maintains a professional relationship with students, parents, and coaches.
- Uses appropriate language and feedback when communicating with players.
- Evaluates cheerleaders and privately shares with each player on what he/she needs to do in order to contribute to the team or improve individually.
- Works directly with the A.D. and teacher(s) to maintain a student first mentality.
- Carries a positive attitude towards all cheerleaders regardless of skill level.
- Presents and Promotes a positive image of Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attend adequate and feasible school/state offered conferences/workshops
- Utilizes outside resources for professional growth..
- Holds camps or attends Professional camps for students to improve their skills.
- Promotes attendance at youth camps providing an interest in cheer.
- Demonstrates professional ethics

Employment Performance

- Attends all practice sessions.
- Attends all football games with cheerleaders if applicable.
- Attend district and state volleyball games if applicable.
- Attends all home basketball games, conference basketball games, district basketball games, and state basketball games.
- Organizes cheerleaders in preparing appropriate spirit signs for school events such as homecoming and NSAA state events.
- Plans and performs pep rallies during the school year.
- Attends the sports banquet with cheerleaders and gives an end of year recap.
- Maintains all attendance and all paperwork.
- Demonstrates effective use of time.
- Reinforces good work ethic to players and coaching staff
- Maintains inventory with check out/in procedures at both the beginning and the end of the season.
- Maintains cheerleading closet in good order with all items inventoried and stored.

- Requisitions all ordering of equipment related to their cheer through the Activity Director and the Superintendent.
- Takes responsibility for all fundraising for their sport and communicates those fundraisers to the Superintendent's Office to get approval.
- Collects payment for personally owned uniform items and money whenever necessary for dues and orders.
- Orders uniforms and supplies throughout the year.
- Uses common sense.
- Accepting all cheerleaders no matter of talent level.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Follows the directive of the Principal and/or the Superintendent.

Mullen Public Schools

Job Descriptions

Position: Custodian

Position Summary: Cleaning and maintaining assigned areas using the proper chemicals, equipment and techniques. He/she will report any unsafe conditions and/or maintenance needs to the Director of Maintenance.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains good communication with stakeholders and administration.
- Reporting all security problems, safety problems and damages encountered to the Head of Maintenance or administration.
- Maintains good public relations.
 - Presents a positive image of the school and is friendly and cooperative.
 - Carries a positive attitude towards students.
- Demonstrates positive relationship skills.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
- Is punctual, dependable, and in person attendance.

Employment Performance

- Maintain all assigned areas of the buildings
 - Keeping the interior and exterior of the employee's assigned buildings and facilities, and all adjacent areas, clean and orderly.

- Maintaining all equipment for which the employee is responsible in proper working order.
- Setting up for and cleaning up after events and activities.
- Demonstrates effective use of time.
- Provides assistance when requested and completes tasks in a timely manner.
- Responds appropriately to both praise and criticism provided by the Head of Maintenance and Administration.
- Follows directives of Head of Maintenance.

General Responsibilities

- Carry out all assigned responsibilities.
- Uses common sense.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Maintains a proper inventory of equipment, supplies and other necessary items required to perform assigned duties.

Mullen Public Schools

Job Descriptions

Position: Elementary Principal

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and professionally dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and the Superintendent.
 - Reporting all problems, safety concerns and damages encountered to the Superintendent.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders
 - Carries a positive attitude towards students.
 - Works with parents to resolve issues quickly.
 - Has minimal complaints.
 - Maintains good public relations.

Employment Performance

- Well informed on all areas of the job
 - School District Policies
 - Student Handbook
 - Rule 10 guidelines
 - Rule 27 guidelines
- Principal shall have as a prime responsibility the improvement of instruction.
 - Serves as an instructional leader of the building staff.
 - Provides ongoing professional development for staff that focuses on improved and effective instruction and demonstrates a commitment to sound research-based instructional practices.
 - Improves self-performance through continuing professional development.
 - Identifies, analyzes, and applies research findings to ensure continuous improvement.
- Provide a safe physical environment for pupils and staff.
- Fosters a positive school climate.
- Articulates the school/District mission to the community
 - Identifies community needs that affect the education of children.
 - Promotes an environment that encourages volunteer and community involvement in the school.
 - Cooperate with community organizations that work with the school.
- Utilizes and promotes technology at all levels.
- Regularly observes all teachers, provides specific feedback about their performance, and coaches for continuous and improved performance.
 - Promotes and communicates high expectations of students and staff performance in an enabling, supportive manner and provides appropriate recognition.
 - Encourages staff to work collaboratively to improve instruction.
- Provides effective direction to staff on improving instructional performance.
 - Holds staff accountable for effective instruction.
 - Does not ignore performance issues.
 - Identifies performance issues quickly.
 - Takes appropriate steps to correct performance deficiencies.
 - Makes appropriate recommendations relative to personnel placement, transfer, retention, and dismissal.
- Develops action plans, communicates performance expectations to staff, and engages staff so they take responsibility to improve the results on the School Improvement Plan.
 - Works with staff to use test data to improve continuous student performance.
- In collaboration with the Superintendent, recruits and hires staff and assures candidates selected meet the needs of the school district.

- Fosters an environment where staff and faculty work in collaboration.
- Works with staff to resolve conflict issues consistently and quickly.
- Keeps accurate accounting of physical assets such as textbooks, equipment, furniture, etc.
- Effectively manages administrative responsibilities.
- Promotes an environment where principal and staff are accessible.
- Principal is visible and accessible to students.
- The faculty is actively involved with students in and outside the classroom in such a way as to promote positivity in the student body.
- The behavioral expectations of students are clearly communicated and administered fairly and consistently.
- Performs other administrative duties within the building as provided by directives and policies from the superintendent.

Mullen Public Schools

Job Descriptions

Position: Elementary Teacher

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Position Summary: Creating a flexible elementary grade program and a class environment favorable to learning and personal growth; establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for success in the next grade, in accordance with each pupil's ability; and establishing good relationships with parents and with other staff members

Personal Characteristics

- Is well groomed and professionally dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with all stakeholders.
 - Reporting all problems, safety concerns and damages encountered to the Building Principal.
- Demonstrates positive relationship skills
- Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders

- Carries a positive attitude towards students.
- Works with parents to resolve issues quickly.
- Maintains good public relations.

Employment Performance

- Teaches reading, language arts, social studies, mathematics, and science, (P.E., Music and Art for Specialist) to pupils in a classroom, using the Nebraska State Standards as a framework for instruction and appropriate learning activities.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil with the identified objectives.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program in a timely manner. Interacts with pupils, staff and parents in a positive and professional manner.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Supervises pupils in out-of-classroom activities during the assigned working day
- The behavioral expectations of students are clearly communicated and administered fairly and consistently within the classroom.
- Performs other duties as assigned both within the building and outside of the building as provided by directives and policies from the building principal and/or the superintendent.

**Mullen Public Schools
Job Descriptions
Position: FCCLA Advisor**

Position Summary- Provide leadership, guidance and organization to the FCCLA program teaching skills of teamwork, responsibility, perseverance, and attitude.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains communication with students, parents, staff & administration.
- Coordinates with members to host meetings at least twice per quarter.
- Provides a schedule of practices/competitions and itineraries when traveling.
- Assist chapter officers in understanding and carrying out their duties.
- Maintains good public relations.
- Maintains proper contact with the press when competitions are concluded.
- Collaborates with the Principal to ensure all students are meeting district standards.
- Maintains a professional relationship with students, parents, and coaches.
- Uses appropriate language and feedback when communicating with members.
- Evaluates members and keeps track of participation and what he/she needs to do in order to contribute to the program or improve individually.
- Visits members over the summer months to ensure proper work on their FCCLA STAR projects.
- Works directly with academic teacher(s) to maintain a student first mentality.
- Carries a positive attitude towards all members regardless of skill level.
- Presents and Promotes a positive image of Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attend adequate and feasible school/state offered conferences/workshops
- Utilizes outside resources for professional growth.
- Arrange for practices for each FCCLA event
- Reaches out to experts in the field in order to prepare members for contests
- Holds fundraising events for the use of the FCCLA program.
- Demonstrates professional ethics

Employment Performance

- Assists all students in coordinating and preparing for all FCCLA activities at the local, area, district, state, and national levels.
- Encourages members and promotes a public relations program linking the Mullen FCCLA program to the communities of Mullen, Seneca, and Whitman.
- Maintains all statistics, attendance, and all paperwork.
- Demonstrates effective use of time.
- Reinforces good work ethic to members
- Maintains inventory with check out/in procedures at both the beginning and the end of the school year.
- Maintains all funds and the acquiring of funds due by members.
- Requisitions all ordering of equipment related to FCCLA through the Principal and the Superintendent.
- Takes responsibility for all fundraising for FCCLA
- Uses common sense.
- Accepting all members no matter of talent level.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Follows the directive of the Principal and/or the Superintendent.

Mullen Public Schools

Job Descriptions

Position: FFA Advisor

Position Summary- Provide leadership, guidance and organization to the FFA program teaching skills of teamwork, responsibility, perseverance, and attitude.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains communication with students, parents, staff & administration.
- Coordinates with members to host meetings at least twice per quarter.
- Provides a schedule of practices/competitions and itineraries when traveling.
- Assist chapter officers in understanding and carrying out their duties.
- Maintains good public relations.
- Maintains proper contact with the press when competitions are concluded.
- Collaborates with the Principal to ensure all students are meeting district standards.
- Maintains a professional relationship with students, parents, and coaches.
- Uses appropriate language and feedback in communicating with members.
- Evaluates members and keeps track of participation and what he/she needs to do in order to contribute to the program or improve individually.

- Visits members over the summer months to ensure proper work on their supervised agricultural experiences (SAE).
- Works directly with academic teacher(s) to maintain a student first mentality.
- Carries a positive attitude towards all members regardless of skill level.
- Presents and Promotes a positive image of Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attend adequate and feasible school/state offered conferences/workshops
- Utilizes outside resources for professional growth.
- Arrange for practices for each FFA event
- Reaches out to experts in the field in order to prepare members for contests
- Holds fundraising events for the use of the FFA program.
- Demonstrates professional ethics

Employment Performance

- Assists all students in coordinating and preparing for all FFA activities at the local, area, district, state, and national levels.
- Encourages members and promotes a public relations program linking the Mullen FFA program to the communities of Mullen, Seneca, and Whitman.
- Maintains all statistics, attendance, and all paperwork.
- Demonstrates effective use of time.
- Reinforces good work ethic to members
- Maintains inventory with check out/in procedures at both the beginning and the end of the school year.
- Maintains all funds and the acquiring of funds due by members.
- Requisitions all ordering of equipment related to FFA through the Principal and the Superintendent.
- Takes responsibility for all fundraising for FFA
- Uses common sense.
- Accepting of all members no matter of talent level.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Follows the directive of the Principal and/or the Superintendent.

**Mullen Public Schools
Job Descriptions
Position: Head Fine Arts Coach**

Position Summary- Provide leadership, guidance and organization to a fine arts team by teaching skills of teamwork, responsibility, perseverance, and attitude. The head coach in collaboration with assistant coaches will provide guidance in physical well-being along with social/emotional well-being of all active players/participants.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains communication with students, parents, staff & administration.
- Provides a schedule of practices/itinerary of plans to all stakeholders.
- Maintains good public relations.
- Maintains proper contact with the press when contests/meets conclude.
- Collaborates with Activities Director to develop their schedule and collaborates in policy to ensure all students are meeting district standards. (i.e. academics)
- Maintains a professional relationship with students, parents, and coaches.
- Uses appropriate language and feedback when communicating with players.
- Evaluates participants and privately shares with each participant on what he/she needs to do in order to contribute to the team or improve individually.
- Includes and Utilizes Assistant coaches. Head coach allows and respects appropriate feedback from assistant coaches even in disagreement.
- Evaluates Assistant Coaches and provides appropriate feedback in order to improve performance using district provided forms.
- Works directly with teacher(s) to maintain a student first mentality.
- Carries a positive attitude towards all students regardless of skill level.
- Presents and Promotes a positive image of Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attend adequate and feasible school/state offered conferences/workshops
 - Utilizes outside resources for professional growth.
- Arrange for Development of music, choreography, scripts, speeches or relative content materials.
- Holds camps or attends Professional camps for students to improve their skills.
 - Promotes attendance at youth camps providing an interest in the fine arts.

- Demonstrates professional ethics

Employment Performance

- Maintains all statistics, attendance, and all paperwork.
- Demonstrates effective use of time.
- Reinforces good work ethic to participants and coaching staff
- Maintains inventory with check out/in procedures at both the beginning and the end of the season.
- Requisitions all ordering of equipment related to their area through the Superintendent.
- Takes responsibility for all fundraising for their fine art and communicates those fundraisers to the Superintendent's Office to get approval.
- Uses common sense.
- Accepting of all participants no matter of talent level.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Follows the directive of the Principal and/or the Superintendent.

Mullen Public Schools

Job Descriptions

Position: Head Athletic Coach

Position Summary- Provide leadership, guidance and organization to an athletic sports team teaching skills of teamwork, responsibility, perseverance, and attitude. The head coach in collaboration with assistant coaches will provide guidance in physical well-being along with social/emotional well-being of all active players/participants.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains communication with students, parents, staff & administration.
- Provides a schedule of practices/itinerary of game day plans to all stakeholders.
- Maintains good public relations.
- Maintains proper contact with press when games are concluded.
- Collaborates with Activities Director to develop their team schedule and collaborates in policy to ensure all students are meeting district standards. (i.e. Physicals, concussion testing, academics etc.)
- Maintains a professional relationship with students, parents, and coaches.
- Uses appropriate language and feedback when communicating with players.
- Evaluates players and privately shares with each player on what he/she needs to do in order to contribute to the team or improve individually.

- Includes and Utilizes Assistant coaches. Head coach allows and respects appropriate feedback from assistant coaches even in disagreement.
- Evaluates Assistant Coaches and provides appropriate feedback in order to improve performance using district provided forms.
- Works directly with teacher(s) to maintain a student first mentality.
- Carries a positive attitude towards all students regardless of skill level.
- Presents and Promotes a positive image of Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attend adequate and feasible school/state offered conferences/workshops
- Utilizes outside resources for professional growth.
- Arrange for game films to be studied within the coaching staff and team.
- Scout opposing teams in preparation for upcoming contests/games.
- Holds camps or attends Professional camps for students to improve their skills.
- Promotes attendance at youth camps providing an interest in the sport.
- Demonstrates professional ethics

Employment Performance

- Maintains all statistics, attendance, and all paperwork.
- Demonstrates effective use of time.
- Reinforces good work ethic to players and coaching staff
- Maintains inventory with check out/in procedures at both the beginning and the end of the season.
- Requisitions all ordering of equipment related to their sport through the Activity Director and the Superintendent.
- Takes responsibility for all fundraising for their sport and communicates those fundraisers to the Superintendent's Office to get approval.
- Uses common sense.
- Accepting of all players no matter of talent level.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Follows the directive of the Principal and/or the Superintendent.

**Mullen Public Schools
Job Descriptions
Position: Head of Maintenance**

Position Summary: General cleanliness and appearance of the entire facility and grounds. He/She will make continuous checks of the building and grounds looking for any deficiencies. He/She will be responsible for the maintenance of the entire facility. Supervise and communicate with all custodians on any problems relating to the cleanliness and appearance of their respective areas.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains good communication with stakeholders and administration.
 - Reporting all security problems, safety problems and damages encountered.
- Maintains good public relations.
- Presents a positive image of the school and is friendly and cooperative.
- Carries a positive attitude towards students.
- Demonstrates positive relationship skills.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Employment Performance

- Maintain all assigned areas of the buildings
 - Keeping the interior and exterior of the employee's assigned buildings and facilities, and all adjacent areas, clean and orderly.
 - Maintaining all equipment for which the employee is responsible in proper working order.
- Setting up for and cleaning up after events and activities.
- Demonstrates effective use of time.
- Provides assistance when requested and completes tasks in a timely manner.
- Responds appropriately to both praise and criticism provided by the Superintendent
- Follows directives of Administration Personnel.

General Responsibilities

- Carry out all assigned responsibilities.
- Uses common sense.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Maintains a proper inventory of equipment, supplies and other necessary items required to perform assigned duties.

Mullen Public Schools
Job Descriptions

Position: High School Principal

Position Summary: The high school principal shall be responsible for the organization and operation of the school within the framework of the existing policies of Mullen Public Schools.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and professionally dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance

Communication Skills & Relationships

- Maintains good communication with stakeholders and the Superintendent.
 - Reporting all problems, safety concerns and damages encountered to the Superintendent.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders
 - Carries a positive attitude towards students.
 - Works with parents to resolve issues quickly.
 - Has minimal complaints.
 - Maintains good public relations.

Employment Performance

- Well informed on all areas of the job
 - School District Policies
 - Student Handbook
 - Rule 10 guidelines
 - Rule 27 guidelines
- Principal shall have as a prime responsibility the improvement of instruction.
 - Serves as an instructional leader of the building staff.
 - Provides ongoing professional development for staff that focuses on improved and effective instruction and demonstrates a commitment to sound research-based instructional practices.

- Improves self-performance through continuing professional development.
 - Identifies, analyzes, and applies research findings to ensure continuous improvement.
- Provide a safe physical environment for pupils and staff.
- Fosters a positive school climate.
- Articulates the school/District mission to the community
 - Identifies community needs that affect the education of children.
 - Promotes an environment that encourages volunteer and community involvement in the school.
 - Cooperate with community organizations that work with the school.
- Utilizes and promotes technology at all levels.
- Regularly observes all teachers, provides specific feedback about their performance, and coaches for continuous and improved performance.
 - Promotes and communicates high expectations of students and staff performance in an enabling, supportive manner and provides appropriate recognition.
 - Encourages staff to work collaboratively to improve instruction.
- Provides effective direction to staff on improving instructional performance.
 - Holds staff accountable for effective instruction.
 - Does not ignore performance issues.
 - Identifies performance issues quickly.
 - Takes appropriate steps to correct performance deficiencies.
 - Makes appropriate recommendations relative to personnel placement, transfer, retention, and dismissal.
- Develops action plans, communicates performance expectations to staff, and engages staff so they take responsibility to improve the results on the School Improvement Plan.
 - Works with staff to use test data to improve continuous student performance.
- In collaboration with the Superintendent, recruits and hires staff and assures candidates selected meet the needs of the school district.
- Fosters an environment where staff and faculty work in collaboration.
- Works with staff to resolve conflict issues consistently and quickly.
- Keeps accurate accounting of physical assets such as textbooks, equipment, furniture, etc.
- Effectively manages administrative responsibilities.
- Promotes an environment where principal and staff are accessible.
- Principal is visible and accessible to students.
- The faculty is actively involved with students in and outside the classroom in such a way as to promote positivity in the student body.
- The behavioral expectations of students are clearly communicated and administered fairly and consistently.

- Performs other administrative duties within the building as provided by directives and policies from the superintendent.

Mullen Public Schools

Job Descriptions

Position: High School Teacher

Position Summary: Creating a flexible High School (7th – 12th) age based program based on subject matter taught and the Nebraska subject matter standards, and a class environment favorable to learning and personal growth; establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for preparation for college, vocational school or acquiring employment, in accordance with each pupil's ability; and establishing good relationships with parents and with other staff members.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and professionally dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and the Superintendent.
 - Reporting all problems, safety concerns and damages encountered to the Building Principal.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders
 - Carries a positive attitude towards students.
 - Works with parents to resolve issues quickly.
 - Maintains good public relations.

Employment Performance

- Teaches courses in the area of certification to secondary pupils, using the Nebraska State Standards identified for each course, and other curriculum publications as guidelines in teaching individual course content.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.

- Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil with the identified objectives.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Demonstrate subject matter concepts and examples using models, whiteboard, overhead projector, computers or any other standard or approved teacher-prepared instructional aids.
- Provides opportunities when needed for individualized and small-group instruction to adapt the curriculum to the needs of the pupils.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity.
- Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program in a timely manner. Interacts with pupils, staff and parents in a positive and professional manner.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Supervises pupils in out-of-classroom activities during the assigned working day
- The behavioral expectations of students are clearly communicated and administered fairly and consistently within the classroom.
- Administers group-standardized tests in accordance with district testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of pupil activities.
- Enforces school board policies and regulations.
- Performs other duties as assigned both within the building and outside of the building as provided by directives and policies from the building principal and/or the superintendent.

Mullen Public Schools

Job Descriptions

Position: K-12 Guidance Counselor

Position Summary: The K-12 school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive developmental school counseling program that

addresses academic, career, and personal/social development of both K-6 school grade students and 7th – 12th school grade students.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and professionally dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and the Superintendent.
 - Reporting all problems, safety concerns and damages encountered to the Building Principal.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders
 - Carries a positive attitude towards students.
 - Works with parents to resolve issues quickly.
 - Maintains good public relations.

Employment Performance

- Development and management of a comprehensive school counseling program for both K-6 school grade students and 7th – 12th school grade students. Plans and maintains an effective comprehensive school counseling program.
 - Delivers the counseling program to all students focusing on Academic, Career, and Personal/Social Domains.
 - Facilitates instructional process in collaboration with school staff and community resources.
 - Coordinates ongoing systematic activities and help to individual students. Counsels with students to promote self-awareness, self-identify, and positive social and academic skills
- In collaboration with the elementary school principal, systematically develop/deliver/ and evaluate student guidance to K-6 grade students to address social/emotional awareness.
- In collaboration with the high school principal, systematically develop/deliver/ and evaluate student planning 7th – 12th grade addressing academic goal setting.

- Assists administration in developing the 7-12 course schedule
- Inform students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to the overall academic success.
- Respond effectively to immediate students' needs and concerns. Provide individual and group counseling to students with identified concerns and needs while maintaining appropriate levels of confidentiality.
- Implement a referral process and follow up process to outside counseling agencies, ESU 16 LMHP services, and other support agencies.
- Provide information to staff and parents to assist them in crises related issues that may affect the school climate.
- Consult and coordinate with – in district professional and community agencies, such as school psychologist, nurses, administrators, ESU counselors, service agencies, and physicians.
- Manage activities that establish, maintain, support, and enhance the total school counseling system. Articulates the role of school counselor to school and community.
- Advocates for equal access to programs and services for all students.
- Plans and coordinates programs that are an extension of the counseling program, i.e., College information programs, Child Study Team, career days, student of the month etc.
- Coordinates parent programs.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Participate with the administration and faculty as a team member in the implementation of the district assessment schedule.
- Collect and review evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress.
- Collects and analyzes data to guide program direction and emphasis. Measures results of the school counseling program activities and shares results as appropriate.
- Participate in activities that contribute to the effective operation of the school.
- Assist to maintain a safe and organized school climate as directed by administration.

Mullen Public Schools

Job Descriptions

Position: Kitchen Manager

Position Summary: Provide support for the food service activities at Mullen Public Schools with specific responsibilities for organizing food preparation activities; overseeing and assisting cafeteria workers with food preparation and serving;

confirming quantities and quality of food items are available for use; providing written reports; and complying with mandated health requirements.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and administration.
 - Reporting all security problems, safety problems and damages encountered to the Superintendent or Building Principal.
 - Maintains proper working order for lunch schedule
 - Hires substitute workers when full time kitchen staff are out.
 - In collaboration with administration, hires kitchen staff when needed.
 - Supervises food service workers and other personnel as assigned (e.g. orients, trains, evaluates, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
 - Notifies staff members appropriately when a job is being done non-satisfactory.
 - Schedules work hours and assignments for cafeteria employees for the purpose of ensuring adequate coverage for daily operations.
 - Orients new employees to work center and school site processes for the purpose of providing training and information regarding site operations and activities.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with Building Principals on lunch schedule
 - Carries a positive attitude towards students.
 - Maintains good public relations.

Employment Performance

- Well informed on all areas of the job
 - Nebraska Nutrition Services guidelines
 - Federal Nutrition Services guidelines
 - Direct Certification training

- Demonstrates effective use of time.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff according to dietary guidelines.
- Implements menu plans for the purpose of meeting students' mandated daily nutritional requirements.
- Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
- Orders food, equipment and supplies for the purpose of maintaining an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
 - Avoid expiration dates and wasting inventory.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Manages assigned site operations (e.g. supervise personnel, create menus, evaluate new products and/or menus, oversee cleaning procedures, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
- Monitors food service operations (e.g. kitchen equipment, trays, utensils, staff assignments, etc.) for the purpose of ensuring a safe, clean and sanitary working environment in compliance with standard practices and established nutritional and health standards.
- Oversees the preparation, cooking, and serving of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs functions of other nutritional services positions, as needed, for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. meal program records, reconciliation reports, cash summary, time sheets, etc.) for the purpose of providing written support and/or conveying information.
- Reconciles meal count transactions

- Respects confidentiality dealing with lunch accounts.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding available food items and/or food service policies and practices.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Responds appropriately to both praise and criticism provided by the Superintendent
- Performs other related duties as assigned by the Superintendent for the purpose of ensuring the efficient and effective functioning of the work unit and District.

Mullen Public Schools

Job Descriptions

Position: Kitchen Staff

Position Summary: This position will assist the Child Nutrition (CN) team in the processes necessary to provide breakfast and lunch, to Mullen Public School students; focusing primarily in the quantity food production of menu items

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and administration.
 - Reporting all security problems, safety problems and damages encountered to the Kitchen Manager, Superintendent or Building Principal.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Carries a positive attitude towards students.
 - Maintains good public relations.

Employment Performance

- Knowledgeable on all areas of the job
 - Nebraska Nutrition Services guidelines
 - Federal Nutrition Services guidelines
- Ability to utilize and maintain all kitchen equipment
- Assist Kitchen Manager with inventory when appropriate
- Performs all required tasks in a satisfactory manner.
- Respects confidentiality dealing with lunch accounts.
- Demonstrates effective use of time.
- Responds appropriately to both praise and criticism from Kitchen Manager
- Follows directives of Kitchen Manager.

Mullen Public Schools

Job Descriptions

Position: Library Media Specialist

Position Summary: Provides instruction in and access to library information resources and programs for students, staff and the entire school community

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and administration.
 - Reporting all problems, safety concerns and damages encountered to the Superintendent or Building Principal.
 - Maintains proper working order in library
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with Building Principals on library schedule
 - Carries a positive attitude towards students.
 - Maintains good public relations.

Employment Performance

- Well informed on all areas of the job
 - Rule 10 Library guidelines
 - Order all library inventory, record inventory, and use inventory appropriately
 - Rule 27 guidelines
- Ability to utilize and maintain library computer system
- Performs all required tasks in a satisfactory manner.
- Respects confidentiality when necessary
- Demonstrates effective use of time.
- Responds appropriately to both praise and criticism provided by the administration
- Follows directives of Administration Personnel.
- Makes resources available to students and teachers through a systematically developed media collection within the school and through access to resources outside the school.
- Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system.
- Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center.
- Provides access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need: organizes and manages the library media facility in a manner that encourages access.
- Develops and implements policies and procedures which ensure that access to information is not impeded.
- Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs.
- Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents.
- Communicates library media program needs to the administration.
- The library media specialist acts as a consultant to coordinate student learning experiences with school, district and outside resources.
- Participates in department, grade-level, school, and district curriculum development and assessment projects.
- Offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources.

**Mullen Public Schools
Job Descriptions**

Position: National Honor Society Advisor

Position Summary- Provide leadership, guidance and organization to the National Honor Society program teaching skills of character, service, and leadership

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Communication Skills & Relationships

- Maintains communication with students, parents, staff & administration.
- Provides a schedule of itineraries when traveling.
- Coordinates with members to host meetings at least twice per quarter.
- Assist chapter officers in understanding and carrying out their duties.
- Maintains good public relations.
- Maintains proper contact with the press when NHS philanthropy events and fundraising events have concluded. Notify the press when chapter events occur.
- Collaborates with the Principal to ensure all students are meeting district standards to remain members of NHS.
- Maintains a professional relationship with students, parents, and coaches.
- Uses appropriate language and feedback when communicating with members.
- Evaluates members and keeps track of participation and what he/she needs to do in order to contribute to the program or improve individually.
- Carries a positive attitude towards all members regardless of skill level.
- Presents and Promotes a positive image of Mullen Public Schools.

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
 - Is Reliable and On-Time.
- Is considered to be a Role Model.

Professional Growth

- Attend adequate and feasible school/state offered conferences/workshops
- Utilizes outside resources for professional growth.
- Holds fundraising events for the use of the NHS program.
- Demonstrates professional ethics

Employment Performance

- Is familiar with the constitution of the National Honor Society and the by-laws of the Mullen High School Chapter of the National Honor Society.
- Assists all students in coordinating and organizing at least one philanthropic event/service project each semester of the school year.
- Encourages members to promote philanthropy by linking the Mullen NHS chapter to the communities of Mullen, Seneca, and Whitman.

- Maintains all files on membership, chapter history, activities, and financial records.
- Demonstrates effective use of time.
- Organize and coordinate the annual Mullen NHS initiation banquet.
- Review grades and actions of NHS members each semester to determine who continues compliance with society standards and obligations to remain in the Mullen NHS program.
- Reviews grades and eligibility of possible future members of NHS and recruits new members to apply for the process to be selected to the Mullen NHS chapter.
- Call and organize meetings of the faculty counsel to consider membership applications.
- Serve as a non-voting member of the faculty counsel
- Notify candidates of the faculty counsel's decision on membership applications.
- Reinforces good work ethic to members
- Maintains all funds and the acquiring of funds due by members.
- Requisitions all ordering of equipment related to the NHS through the Principal and the Superintendent.
- Coordinate with the Principal the ordering of honor cords, medallions, membership cards, etc.
- Takes responsibility for all fundraising for NHS
- Uses common sense.
- Accepting of all members.
- Refers problems/questions to appropriate personnel.
- Respects confidentiality.
- Follows the directive of the Principal and/or the Superintendent.

Mullen Public Schools

Job Descriptions

Position: Paraeducator- Tier I

Position Summary: Employees who have less than 100 credit hours from an accredited university or college. To work closely with one or a few students, who have an individualized education plan, 504 plan, or Title 1 plan, on a regular basis in an effort to provide them with the academic help and support they need to gain full benefits from the district's special education program.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and appropriately dressed.
- Displays an interest and enthusiasm for the position.

- Displays self-control in stressful situations.
- Takes initiative and exhibits diligent work habits.
- Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and administration.
 - Reporting all problems to their supervisor or building principal.
- Maintains good public relations.
- Presents a positive image of the school and is friendly and cooperative.
- Maintains a professional relationship with students, teachers, supervisors, other staff members and parents.
- Carries a positive attitude towards students.
- Demonstrates positive relationship skills.

Employment Performance

- Assists the students to whom assigned for academic support
- Listens to the students in recitation, reading and other curriculum tasks, guiding them but not teaching them.
- Performs simple errands and tasks for students as necessary
- Under the supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
- Accompanies the student to whom assigned when trips to the office or school nurse are necessary.
- Establishes as fully as possible a supportive and sympathetic relationship with the students without fostering or encouraging intense emotional involvement
- Instruct individual students using instructional objectives and lessons developed by the teacher.
- Assist with supplementary work for students and supervise independent study.
- Reinforce lessons with small groups of students.
- Provide assistance with individualized program materials-written and oral.
- Administer classroom assessment instruments (spelling test, etc.) and score objective tests and written papers and keep appropriate records for teachers.
- Assist the teacher in observing, recording and charting behavior.
- Implement behavioral management strategies-using the same emphasis and techniques as the teacher.
- Assist the teacher with crisis problems and discipline.
- Assist with the preparation of materials for use in specific instructional programs.
- Maintain confidentiality
- Protect and promote student's rights to dignity, privacy and respect.
- Demonstrate honesty, loyalty, dependability, responsibility and accountability for own actions, cooperation and willingness to learn.
- Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
- Enforces school board policies and regulations.

- Performs other duties as assigned both within the building and outside of the building as provided by directives and policies from the building principal and/or the superintendent
- Follow the directives of the principal and special education instructors

Mullen Public Schools

Job Descriptions

Position: Special Education Paraeducator-Tier II

Position Summary: Employees who have more than 100 credit hours from an accredited university or college. To work closely with one or a few students, who have an individualized education plan, on a regular basis in an effort to provide them with the academic help and support they need to gain full benefits from the district's special education program.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and professionally dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with all stakeholders.
 - Reporting all problems, safety concerns and damages encountered to the Special Education Teacher and/or Building Principal.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders
 - Carries a positive attitude towards students.
 - Works with parents to resolve issues quickly.
 - Maintains good public relations.

Employment Performance

- Assists the students to whom assigned for academic support
- Listens to the students in recitation, reading and other curriculum tasks, guiding them but not teaching them.
- Performs simple errands and tasks for students as necessary
- Under the supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
- Accompanies the student to whom assigned when trips to the office or school nurse are necessary.

- Establishes as fully as possible a supportive and sympathetic relationship with the students without fostering or encouraging intense emotional involvement
- Instruct individual students using instructional objectives and lessons developed by the teacher.
- Assist with supplementary work for students and supervise independent study.
- Reinforce lessons with small groups of students.
- Provide assistance with individualized program materials-written and oral.
- Administer classroom assessment instruments (spelling test, etc.) and score objective tests and written papers and keep appropriate records for teachers.
- Assist the teacher in observing, recording and charting behavior.
- Implement behavioral management strategies-using the same emphasis and techniques as the teacher.
- Assist the teacher with crisis problems and discipline.
- Assist with the preparation of materials for use in specific instructional programs.
- Maintain confidentiality
- Protect and promote student's rights to dignity, privacy and respect.
- Demonstrate honesty, loyalty, dependability, responsibility and accountability for own actions, cooperation and willingness to learn.
- Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
- Enforces school board policies and regulations.
- Performs other duties as assigned both within the building and outside of the building as provided by directives and policies from the building principal and/or the superintendent
- Follow the directives of the principal and special education instructors

Mullen Public Schools

Job Descriptions

Position: Special Education Teacher

Position Summary: Provide quality services to special education students based on subject matter taught and the Nebraska subject matter standards, and a class environment favorable to learning and personal growth; establishing effective rapport with pupils; motivating pupils to develop skills, attitudes and knowledge needed to provide a good foundation for preparation for college, vocational school or acquiring employment, in accordance with each pupil's ability; and establishing good relationships with parents and with other staff members.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and professionally dressed.

- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with all stakeholders.
 - Reporting all problems, safety concerns and damages encountered to the Building Principal.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders
 - Carries a positive attitude towards students.
 - Works with parents to resolve issues quickly.
 - Maintains good public relations.

Employment Performance

- Act as coordinator of IEP implementation with general education staff.
- Monitor student progress, participates in review and revision of IEP, as appropriate.
- Assist other professional staff in diagnosis of learning disorders, development of planned remediation and evaluation of student progress.
- Maintain appropriate student data and other records and submit reports as required.
- Articulate curriculum between and among student levels.
- Teaches courses to students, using the Nebraska State Standards identified for each course, and other curriculum publications as guidelines in teaching individual course content.
- Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Develops lesson plans and appropriate instructional aides stressing discovery and laboratory learning as necessary.
- Demonstrate subject matter concepts and examples using models, whiteboard, overhead projector, computers or any other standard or approved teacher-prepared instructional aids.
- Provides opportunities when needed for individualized and small-group instruction to adapt the curriculum to the needs of the pupils.
- Utilizes grading patterns that are fairly administered and based on identified criteria.
- Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom. Treat pupils with respect and dignity.

- Selects and requisitions books, instructional aids, and instructional supplies; maintains required inventory records.
- Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program. Interacts with pupils, staff and parents in a positive and professional manner.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Establish rapport with pupils and provides a pleasant, safe, and orderly climate conducive to learning.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Supervises pupils in out-of-classroom activities during the assigned working day.
- Administers group-standardized tests in accordance with district testing program.
- Participates in curriculum development programs as required.
- Participates in faculty committees and the sponsorship of pupil activities.
- Enforces school board policies and regulations.
- Performs other duties as assigned both within the building and outside of the building as provided by directives and policies from the building principal and/or the superintendent.

**Mullen Public Schools
Job Description
Position: Superintendent**

Position Summary: The Superintendent of Schools serves as the Chief Executive Officer and educational leader of the District, responsible for the effective execution of policies adopted by the District's board of education. The Superintendent of Schools assumes administrative responsibility for the planning, operation, supervision and evaluation of the education programs, services, and facilities of the District and for the annual overall appraisal of District staff. The Superintendent of Schools must act with integrity, support organizational goals, demonstrate the ability to inspire, grow and motivate others, utilize feedback, drive for results and commit to championing the needs of the students, employees and District overall.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Major responsibilities and duties for this position include, but are not limited to:

MAJOR RESPONSIBILITIES AND DUTIES:

1. Keep the Board of Education informed of the condition of the District's educational system; assure effective communication between the Board, the administrators, and the staff of the school system.
2. Assist in the preparation of the agenda for the Board meetings, in consultation with the President of the Board. Prepare and submit monthly

recommendations to the Board on all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as needed to ensure the making of informed Board decisions.

3. Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
4. Develop and recommend goals of the educational system to the Board; oversee the development of internal goals, which support those goals of the Board.
5. Develop and recommend to the Board in conjunction with the committee a continuous improvement plan consistent with the needs of the school district.
6. Ensure that the school facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities.
7. Ensure the development of specific administrative procedures and handbooks to implement the intent established by Board policies.
8. Ensure that sound plans of organization, curriculum, and services are developed and maintained for the Board.
9. Develop and implement effective communication between the schools and community; promote community support and involvement with the schools. Serve as the public face of the School District in the community.
10. Directly responsible for news releases and/or items of public interest that pertain to education matters, policies, procedures, school-related incidents or events.
11. Directly responsible for calling school closures due to weather, inoperable buildings, or any other reason deemed excessive enough to warrant a school closure.
12. Provide for the optimum use of the staff of the District. Ensure that the District is staffed with competent employees, who are delegated authority commensurate with their responsibilities.
13. Assign and reassign all personnel; exercise final authority for educators regarding the recommendation, employment, suspension, and dismissal of employees.
14. Direct and supervise the staff evaluation program.
15. Support staff development and other professional development programs
16. Develop and recommend pay systems; recommend pay increases or adjustments for personnel through negotiations for certified staff and through an approved pay scale for classified staff.
17. Collaborate with staff, Board, and community support in planning and implementing support services for the school district.
18. Promote and exhibit a positive work environment that fosters high staff morale and excellence within the District. Ensure that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
19. In conjunction with the school business manager, direct and supervise all financial accounting and ensure that funds are expended legally, in accordance with the approved budget, and controlled effectively.

20. Maintain adequate records for the school, including a system of financial accounts, business property records, personnel records, school population and scholastic records. Serve as custodian of all minutes and records of the Board meetings.
21. Ensure District compliance with all applicable state and federal requirements. Accurately prepare and submit in a timely manner any and all reports required by the Board, Nebraska Department of Education (NDE), other federal and state agencies, and any records subpoenaed by a court of law.
22. Serve as liaison to establish and maintain relationships with other school Districts, Colleges, Universities, Nebraska Department of Education (NDE), Nebraska Rural Community Schools Association, and the Nebraska Association of School Boards.
23. Act on discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.
24. Pursue personal professional development through academic reading, attending conferences, and being an active member of professional learning organizations in the education field. Maintain current and actionable knowledge of any developments in state, federal, and local laws and public policy affecting education.
25. Perform related duties assigned by action of the Board.

Primary Relationships:

The Superintendent observes and conducts the following relationships:

1. Mullen Board of Education

1. As Superintendent, be accountable to the Board, for the administration of the educational system and for the interpretation and fulfillment of the functions above and responsibilities.
2. Interpret Board policies to the staff, parents, and community.
3. Attend and participate in all meetings of the Board except closed meetings when the Board desires to discuss such matters as the Superintendent's contract or evaluation privately.
4. Represent the District in dealings with neighboring school systems, professional organizations, business firms, agencies of government and any other necessary dealing.
5. Act as reference agent for problems brought to the Board.
6. Work with the Board to develop appropriate programs, goals, and policies, upon either the recommendations of the superintendent or the initiative of the Board.
7. Formulate, with the Board, an annual process for evaluating the Superintendent's performance.
8. Assist the Board in identifying individual and team training needs, and in arranging training opportunities through the Nebraska Association of Schools Boards, Nebraska Rural Community Schools Association, and Educational Service Unit 16.

2. Administrators and Heads of Departments

1. Oversee the work of the building principals, the business manager, the head of maintenance, and the head of the school lunch program.

2. Hold regular meetings with building Principals to discuss progress and educational problems facing the District, with the business manager to discuss financial operations, with the head of maintenance to discuss facility and grounds maintenance management, and with the head of the school lunch program to discuss lunch program initiatives.
3. Oversee the operations and activities of administrators/heads of departments; provide leadership to ensure that administrators effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.

3. Others

1. Work with other contracted employees and advisors, including auditors, architects, attorneys, consultants, and contractors.
2. Hold such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools.
3. Attend, or delegate a representative to attend, all meetings of municipal agencies or governmental bodies at which matters pertain to Mullen Public Schools.
4. Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students, parents and Board members.
5. Communicate with KSB School Law on matters of litigation or potential litigation except as otherwise directed by the Board.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors: Must maintain emotional control and exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written). Should be able to interpret procedures and analyze data for decision-making. Frequent in-District and occasional in-state or national travel. Occasional prolonged and irregular hours.

Safety: Contribute to the prevention of accidents and injuries by observing safety rules and District policy, practicing the principles and skills taught in safety training, wearing personal protective equipment as required, reporting injuries and incidents immediately to the supervisor, and being proactive in the ongoing efforts to improve and maintain workplace safety.

Mullen Public Schools Job Description Position: Technology Director

Position Summary: The primary responsibility of the Technology Director is to plan, develop, implement, direct, review and evaluate the programs and activities related to instructional and information technology under the general direction of the Principals and the Superintendent. Programs and activities include use of technology to improve staff productivity and student learning; use of technology to maintain data and meet reporting requirements; coordination of purchase,

installation, repair and use of electronic equipment, software, computers and peripherals; coordination of staff training to optimize technology use; development, optimization and oversight of district technology budget and development and implementation a district-wide technology plan.

The following list is intended to be a general description of the employees' job duties and responsibilities. However, it is not an exhaustive list and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Major responsibilities and duties for this position include, but are not limited to:

Personal Characteristics

- Is well groomed and professionally dressed.
- Displays an interest and enthusiasm for the position.
- Displays self-control in stressful situations.
 - Uses common sense
- Takes initiative and exhibits diligent work habits.
 - Is punctual, dependable, and in person attendance.

Communication Skills & Relationships

- Maintains good communication with stakeholders and the administration.
 - Reporting all problems, safety concerns and damages encountered to the Building Principal.
- Demonstrates positive relationship skills
 - Presents a positive image of the school
 - Is friendly and cooperative.
 - Collaborates with all stakeholders
 - Carries a positive attitude towards students.
 - Works with parents to resolve issues quickly.
 - Maintains good public relations.

Management of Technology Systems

- Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
- Perform data backups and disaster recovery operations.
- Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary.
- Plan, coordinate, and implement network security measures to protect data, software, and hardware.
- Configure, monitor, and maintain email applications or virus protection software.
- Operate master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- Design, configure, and test computer hardware, networking software and operating system software.

- Maintain an inventory of all technological devices and submit purchase orders when necessary to maintain appropriate inventory.
- Monitor network performance to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.
- Confer with network users and ESU personnel about how to solve existing system problems.
- Research new technologies by attending seminars, reading trade articles, or taking classes, and implement or recommend the implementation of new technologies.

Integration of the Technology Systems into the Instructional Program

- Teach assigned courses. The Teacher job description is separate from this job description for purposes of the teaching duties.
- Oversee technology professional development; coordinate staff development activities, such as Tool time, to promote effective use of available instructional/administrative technology resources.
- Oversee the copying machines and copy lease through Eakes.
- Support instructional needs and enhance technology integration in the classroom; assist in the evaluation and selection of instructional software.
- Assist professional staff in integrating the use of computers and related technologies into the curriculum.
- Assist staff and students experiencing difficulty with use of technology or having special needs related to technology.
- Oversee the school district's Google database and seek training for staff members.
- Participate in meetings with board, administrative and teacher committees concerning technology.

The Technology Director may delegate duties. Such delegation does not relieve the Technology Director from ultimate responsibility or accountability.