

Index of Job Descriptions
(updated 1-12-2024)

Professional:

Principal
Guidance Counselor (Elementary)
Guidance Counselor (Middle)
Guidance Counselor (Secondary)
Reading Coach
RTI Coordinator
Interventionist
Teacher
Media Specialist (Elementary)
Media Specialist (Middle)
Media Specialist (Secondary)

Classified:

School Nurse (Elementary)
School Nurse (Middle)
District Nurse
Speech-Language Therapist
Occupational Therapist
Physical Therapist
Lunchroom Cashier
Lunchroom Worker
Lunchroom Manager
Athletic Director
School Resource Officer
Intervention Assistant
Instructional Assistant
Computer Lab Manager
In-School Suspension Manager/Attendance Clerk (Middle)
In-School Suspension Manager (Secondary)
Custodian
Bus Driver
Administrative Assistant/Bookkeeper/Attendance Clerk (Elementary)
Administrative Assistant/Bookkeeper (Middle)
Administrative Assistant (Secondary)
Guidance Clerk/Bookkeeper/Attendance Clerk (Secondary)

District Office:

Chief Academic Officer
Director of Student Services



Student Services

Coordinator

Administrative Assistant/PowerSchool Coordinator/Attendance Supervisor
Director of Technology
Technology Specialist
Finance Supervisor
Payroll/Benefits Specialist
Accounts Payable/Receivable Specialist
Maintenance Supervisor
Maintenance Technician
Food Service Supervisor
District Psychologist
Transportation Coordinator
District Safety Coordinator
Student Support Coordinator/GCDF
Learning Academy Director

PROFESSIONAL

TITLE: Principal

QUALIFICATIONS:

1. Master's Degree in Education Administration
2. South Carolina Principal's Certification and other certifications as designated
3. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under general direction, ensures that the school facility is an attractive, pleasant, and productive place in which to work and learn. Provides instructional leadership and supervision in order that students may have optimum opportunities for success.

PERFORMANCE RESPONSIBILITIES:

Establishes and maintains an effective learning climate in the school.

Plans, develops, implements and evaluates the educational program of the individual school on a continuous basis and in accordance with pupils' needs within the framework of an established policy for the total school's system.

Plans, organizes and directs implementation of all school activities.

Supervises the daily use of the school facilities for both academic and non-academic purposes.

Effectively directs the administration and coordination of the transportation, custodial, food and nutrition, and other support services of the school.

Assists all personnel in the improvement of the school program and in fulfilling assigned duties. Demonstrates the ability to provide competent staff leadership and supervision of school level instructional personnel to ensure understanding and implementation of educational objectives of the school.

Implements policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Is effective in administering high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students. Actively participates in the management and supervision of the attendance, conduct, and health of all students.

Interprets, upholds and enforces school rules, administrative regulations, and board policies; discusses and resolves student problems.



Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for all student objectives and programs.

Develops process for evaluating and counseling staff members regarding individual and group performance.

Inspects the school facility as requested, recommends improvements and takes steps to correct identified deficiencies as assigned; provides a safe environment for students and school personnel.

Provides appropriate assistance in the safety and administration of the school plant helping to plan and supervise fire drills, bus evacuation drills, and an emergency preparedness program.

Manages the business functions of the school relative to purchasing procedures and the monitoring of expenditures.

Prepares and submits the school's budgetary requests and monitors expenditures of funds.

Demonstrates the ability to prepare the schedule of classes, student assignments, and extra-curricular activities.

Keeps the Superintendent informed of school activities and problems.

Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Exhibits the ability to serve as back-up to the school nurse, provides first-aid, and dispenses medication as authorized by policy.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the evaluation of professional administrative employees

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Guidance Counselor (Elementary)

QUALIFICATIONS:

1. South Carolina Guidance Certification
2. Master's Degree
3. Two years of classroom experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general supervision provides appropriate services to all students; implements the district's comprehensive counseling program; consults with and assists teachers, parents, and staff to enhance their effectiveness in helping students; protects confidentiality of student records.

PERFORMANCE RESPONSIBILITIES:

Teaches, team teaches with, or assists teachers in teaching guidance curriculum learning activities.

Meets with small groups of children to teach specific skills, i.e., study skills, social skills, assertiveness training, decision-making, etc.

Provides information and/or support to parents as needed or requested.

Assists administrators, teachers, and parents regarding the student's educational needs.

Assists administration with scheduling.

Interprets results of the state-required testing, in cooperation with the district testing coordinator.

Participates in the intervention team process or school support team.

Consults with parents, staff members, and community agencies regarding strategies to help students.

Refers children and their families to special programs, specialists, and community agencies when appropriate.

Counsels and supports children and their families facing emergency situations and makes appropriate outside referrals.

Plans and evaluates the counseling program. Maintains accurate records of program activities and provides for periodic and annual program evaluation.



Provides for and coordinates career education as an on-going program component for all grade levels.

Promotes a positive working relationship with students, staff, and members of the community.

Pursues continuous professional growth by keeping current with educational developments and literature in the field of school guidance.

Develops and maintains a library of pertinent information available to students, parents, and staff.

Functions as School Testing Coordinator: identifies and schedules student testing, holds comprehensive training sessions for test administrators and monitors, identifies customized materials, informs parents and students of testing, maintains test security and distributes materials, collects and returns materials to DTC.

Functions as School ELL Program Coordinator: monitors standardized entrance (criteria, screenings, waivers), conferences with teachers and provides ELL documentation requirements, participates in parent conferences as needed, reviews student grades, and completes monitoring of students exiting the program.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 195 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Guidance Counselor (Middle)

QUALIFICATIONS:

1. South Carolina Guidance Certification
2. Master's Degree
3. Two years of classroom experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general supervision provides appropriate services to all students; implements the district's comprehensive counseling program; consults with and assists teachers, parents, and staff to enhance their effectiveness in helping students; protects confidentiality of student records.

PERFORMANCE RESPONSIBILITIES:

Teaches, team teaches with, or assists teachers in teaching guidance curriculum learning activities.

Meets with small groups of children to teach specific skills, i.e., study skills, social skills, assertiveness training, decision-making, etc.

Provides information and/or support to parents as needed or requested.

Assists administrators, teachers, and parents regarding the student's educational needs.

Assists administration with scheduling.

Interprets results of the state-required testing, in cooperation with the district testing coordinator.

Participates in the intervention team process or school support team.

Consults with parents, staff members, and community agencies regarding strategies to help students.

Refers children and their families to special programs, specialists, and community agencies when appropriate.

Counsels and supports children and their families facing emergency situations and makes appropriate outside referrals.

Plans and evaluates the counseling program. Maintains accurate records of program activities and provides for periodic and annual program evaluation.



Provides for and coordinates career education as an on-going program component for all grade levels.

Conducts individual graduation plan conferences with eight grade students and their parents.

Provides information and resources for students and parents about course offerings.

Helps students make realistic assessments of their abilities and interests as related to students' career development.

Promotes a positive working relationship with students, staff, and members of the community.

Pursues continuous professional growth by keeping current with educational developments and literature in the field of school guidance.

Develops and maintains a library of pertinent information available to students, parents, and staff.

Functions as School Testing Coordinator: identifies and schedules student testing, holds comprehensive training sessions for test administrators and monitors, identifies customized materials, informs parents and students of testing, maintains test security and distributes materials, collects and returns materials to DTC.

Functions as School ELL Program Coordinator: monitors standardized entrance (criteria, screenings, waivers), conferences with teachers and provides ELL documentation requirements, participates in parent conferences as needed, reviews student grades, and completes monitoring of students exiting the program.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 195 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Guidance Counselor (Secondary)

QUALIFICATIONS:

1. South Carolina Guidance Certification
2. Master's Degree
3. Two years of classroom experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general supervision provides appropriate services to all students; implements the district's comprehensive counseling program; consults with and assists teachers, parents, and staff to enhance their effectiveness in helping students; protects confidentiality of student records.

PERFORMANCE RESPONSIBILITIES:

Teaches, team teaches with, or assists teachers in teaching guidance curriculum learning activities.

Meets with small groups of children to teach specific skills, i.e., study skills, social skills, assertiveness training, decision-making, etc.

Provides information and/or support to parents as needed or requested.

Assists administrators, teachers, and parents regarding the student's educational needs.

Assists administration with scheduling.

Interprets results of the state-required testing, in cooperation with the district testing coordinator.

Participates in the intervention team process or school support team.

Consults with parents, staff members, and community agencies regarding strategies to help students.

Refers children and their families to special programs, specialists, and community agencies when appropriate.

Counsels and supports children and their families facing emergency situations and makes appropriate outside referrals.

Plans and evaluates the counseling program. Maintains accurate records of program activities and provides for periodic and annual program evaluation.



Provides for and coordinates career education as an on-going program component for all grade levels.

Conducts individual graduation plan conferences with all students and their parents.

Provides information and resources for students and parents about course offerings, costs, and scholarships of colleges and other post-secondary education institutions; assists with application procedures.

Helps students make realistic assessments of their abilities and interests as related to students' career development.

Provides vocational guidance, information, and resources about job opportunities for students seeking work.

Promotes a positive working relationship with students, staff, and members of the community.

Pursues continuous professional growth by keeping current with educational developments and literature in the field of school guidance.

Develops and maintains a library of pertinent information available to students, parents, and staff.

Functions as School Testing Coordinator: identifies and schedules student testing, holds comprehensive training sessions for test administrators and monitors, identifies customized materials, informs parents and students of testing, maintains test security and distributes materials, collects and returns materials to DTC.

Functions as School ELL Program Coordinator: monitors standardized entrance (criteria, screenings, waivers), conferences with teachers and provide ELL documentation requirements, participates in parent conferences as needed, reviews student grades, and completes monitoring of students exiting the program.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 215 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Reading Coach

QUALIFICATIONS:

1. South Carolina Teacher's Certification
2. Master's Degree
3. Three to five years of experience in Literacy Education
4. Literacy Coach Endorsement (Read to Succeed)
5. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general direction develops and implements literacy education (reading and writing) programs for the District. Develops and administers budgets, oversees curriculum development, promotes public awareness, provides teacher support and resources, and performs various other activities to promote and implement literacy education.

PERFORMANCE RESPONSIBILITIES:

Participates in the SCDE SC Reading Coach Institute (Reading Coach Professional Development Series) or an SCDE- approved alternative coach program (attend all monthly sessions; attend all virtual meeting/training sessions)

Meets monthly with administration to discuss progress (review data), issues, and concerns.

Assists with the development of the school's Reading Plan.

Provides leadership in the continuing development and implementation of a district wide literacy (reading and writing) curriculum which establishes high expectations for all students K-12.

Models effective instructional strategies for teachers by working weekly with students in whole/small groups or individually. (Reading Coaches will use the teacher's students he or she is working with to model these strategies.)

Improves reading and literacy instruction by assessing staff needs and providing appropriate staff development workshops and study groups.

Trains teachers in data analysis and the use of data to differentiate instruction.

Coaches and mentors colleagues.

Provides daily support to classroom teachers.



Works with teachers to ensure that research-based reading strategies are implemented with fidelity.

Helps lead and support reading leadership teams at his or her school.

Works with all teachers (content teachers and elective areas) in the school he or she serves, prioritizing time for those teachers, activities, and roles that will have the greatest impact on student achievement, namely coaching and mentoring in classrooms.

Keeps informed of new developments in literacy education by reading professional literature; reviewing new materials and exemplary programs; and participating in local, state, and national conferences.

Promotes the professional growth of K-12 literacy education teachers by encouraging active participation in related national, state and local organizations and activities.

Promotes improved coordination and articulation in literacy instruction at the elementary, middle and high school levels.

Seeks funding to enhance literacy instruction.

Increases public awareness and understanding of the district literacy program by speaking to PTAs/PTOs and other civic organizations and through general communication with the public.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 190 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Response to Intervention (RTI) Coordinator

QUALIFICATIONS:

1. South Carolina Teacher's Certification
2. Master's Degree
3. Three to five years of teaching/administrative experience
4. Background in data analysis and best practices preferred
5. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general direction, administers intervention programs for the District. Coordinates and supervises the implementation of interventions within the general education classroom and pull out programs.

PERFORMANCE RESPONSIBILITIES:

Works with district and school staff to develop the school's plan for Response to Intervention.

Assists with data analysis.

Monitors progress of implementation.

Works with school personnel to identify methods to enhance school and classroom atmosphere to provide a positive educational environment.

Consults with parents, school personnel and district personnel regarding methods and techniques of appropriate interventions for academic and/or behavioral problems.

Conducts comprehensive needs assessment to identify training needs.

Contacts and works with appropriate agencies, psychiatrists, private psychologists, physicians, and others involved in the educational process of students.

Develops and implements appropriate site-based strategies for resolving problem areas relative to programs for at-risk learners.

Consults and works closely with district coordinators.

Keeps abreast of current research and policies within the field.

Provides technical assistance to interventionists, administrators, and district and school staff.

Develops and facilitates staff development for interventionists and other school personnel.



Works with school staff to provide appropriate referrals for students and their families to special programs, specialists, and community agencies.

Meets with parents, teachers, and administrators as needed to discuss student performance, activities, problems, etc.

Prepares various reports and forms evaluating RTI programs, etc.

Participates in faculty and professional meetings and educational conferences.

Provides daily support to classroom teachers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 190 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Teacher

QUALIFICATIONS:

1. South Carolina Teacher's Certification
2. Bachelor's Degree
3. Passing of State determined test

REPORTS TO: Principal

SUMMARY: Under general supervision assists students in learning subject matter and/or skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

Cooperates in developing a program of continuous progress consistent with District goals and objectives to meet the needs, interests, and abilities of pupils.

Keeps abreast of changes in District policies and students' needs and interests.

Establishes clear and appropriate objectives for all classroom activities and communicates these objectives to students.

Employs instructional methods and materials that are most appropriate for meeting stated objectives.

Assesses the accomplishments of students on a regular basis and provides progress reports as required. Analyzes the progress of individual students on a regular basis and seeks appropriate assistance as needed.

Cooperates with other members of the staff in planning instructional goals, objectives, and methods.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of pupils.

Plans and supervises purposeful assignments for teacher aide(s) and/or volunteers and evaluates their performance. Provides adequate plans for substitute teachers and evaluates their performance.

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.



Maintains accurate, complete, and correct records as required by state or federal law, District policies, and administrative regulations.

Takes all necessary and reasonable precautions to protect students and to properly care for all property, equipment, materials, and facilities.

Assists in upholding and enforcing school rules, administrative regulations, and board policies.

Punctual and responsible in performing all duties and activities as assigned.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning,

Participates in school or District staff development programs as assigned by the Principal or Superintendent.

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 190 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Media Specialist (Elementary)

QUALIFICATIONS:

1. South Carolina Media Specialist Certification
2. Master's Degree
3. Two years of classroom experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general supervision designs and maintains a media center program. Updates library materials, maintains library records and provides assistance to library patrons. Conducts classes on a wide variety of subjects relating to Library Science.

PERFORMANCE RESPONSIBILITIES:

Teaches effective use of the media center and its materials through library skills instruction; assists students and faculty in locating and selecting materials; promotes reading through various activities appropriate to student age.

Coordinates and schedules the teaching of classes and student groups, and equipment use time with teachers.

Instructs students in research and reference skills; provides periodical storage for student and faculty research.

Purchases and organizes print and non-print material, software, and equipment to support the school curriculum coordinated with administrators, faculty and approved selection sources.

Classifies, catalogues and processes all materials and equipment coming into the media center; manages the circulation of books, equipment, audio visuals, etc.

Undertakes an annual inventory of all media center materials and equipment.

Ensures the media center and its materials and staff are easily accessible to students and school personnel; repairs and maintains all media center materials and equipment; ensures the media center is neat and attractive so that it will be conducive to study, research, reading, learning and good behavior; evaluates and constantly looks for ways to improve the media center and its services.

Establishes a professional collection for faculty and staff. Participates in curriculum planning and other staff developmental programs. Participates in faculty and professional meetings and educational conferences.



Confers with faculty, parents, public librarians, and community organizations to develop programs to enrich student communication skills.

Instructs students in the proper selection, use, care and/or operation of books, Destiny catalog system, CD-ROM equipment, library software, etc.

Constructs and administers a detailed budget coordinated with administration and faculty members. Prepares various records and forms such as purchase orders, work orders, discipline reports, library schedule, budget requests, etc.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 192 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Media Specialist (Middle)

QUALIFICATIONS:

1. South Carolina Media Specialist Certification
2. Master's Degree
3. Two years of classroom experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general supervision designs and maintains a media center program. Updates library materials, maintains library records and provides assistance to library patrons. Conducts classes on a wide variety of subjects relating to Library Science.

PERFORMANCE RESPONSIBILITIES:

Teaches effective use of the media center and its materials through library skills instruction; assists students and faculty in locating and selecting materials; promotes reading through various activities appropriate to student age.

Coordinates and schedules the teaching of classes and student groups, and equipment use time with teachers.

Instructs students in research and reference skills; provides periodical storage for student and faculty research.

Purchases and organizes print and non-print material, software, and equipment to support the school curriculum coordinated with administrators, faculty and approved selection sources.

Classifies, catalogues and processes all materials and equipment coming into the media center; manages the circulation of books, equipment, audio visuals, etc.

Undertakes an annual inventory of all media center materials and equipment.

Ensures the media center and its materials and staff are easily accessible to students and school personnel; repairs and maintains all media center materials and equipment; ensures the media center is neat and attractive so that it will be conducive to study, research, reading, learning and good behavior; evaluates and constantly looks for ways to improve the media center and its services.

Establishes a professional collection for faculty and staff. Participates in curriculum planning and other staff developmental programs. Participates in faculty and professional meetings and educational conferences.



Confers with faculty, parents, public librarians, and community organizations to develop programs to enrich student communication skills.

Instructs students in the proper selection, use, care and/or operation of books, Destiny catalog system, CD-ROM equipment, library software, etc.

Constructs and administers a detailed budget coordinated with administration and faculty members. Prepares various records and forms such as purchase orders, work orders, discipline reports, library schedule, budget requests, etc.

Instructs students on subjects such as media relations, journalism, and broadcasting as part of Journalism Technology class.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 192 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Media Specialist (Secondary)

QUALIFICATIONS:

1. South Carolina Media Specialist Certification
2. Master's Degree
3. Two years of classroom experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general supervision designs and maintains a media center program. Updates library materials, maintains library records and provides assistance to library patrons. Conducts classes on a wide variety of subjects relating to Library Science.

PERFORMANCE RESPONSIBILITIES:

Teaches effective use of the media center and its materials through library skills instruction; assists students and faculty in locating and selecting materials; promotes reading through various activities appropriate to student age.

Coordinates and schedules the teaching of classes and student groups, and equipment use time with teachers.

Instructs students in research and reference skills; provides periodical storage for student and faculty research.

Purchases and organizes print and non-print material, software, and equipment to support the school curriculum coordinated with administrators, faculty and approved selection sources.

Classifies, catalogues and processes all materials and equipment coming into the media center; manages the circulation of books, equipment, audio visuals, etc.

Undertakes an annual inventory of all media center materials and equipment.

Ensures the media center and its materials and staff are easily accessible to students and school personnel; repairs and maintains all media center materials and equipment; ensures the media center is neat and attractive so that it will be conducive to study, research, reading, learning and good behavior; evaluates and constantly looks for ways to improve the media center and its services.

Establishes a professional collection for faculty and staff. Participates in curriculum planning and other staff developmental programs. Participates in faculty and professional meetings and educational conferences.



Confers with faculty, parents, public librarians, and community organizations to develop programs to enrich student communication skills.

Instructs students in the proper selection, use, care and/or operation of books, Destiny catalog system, CD-ROM equipment, library software, etc.

Supervises activities of assigned Media Assistant(s) Student Workers, which involves such duties as planning and reviewing work, and providing instruction, guidance and training.

Constructs and administers a detailed budget coordinated with administration and faculty members. Prepares various records and forms such as purchase orders, work orders, discipline reports, library schedule, budget requests, etc.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 192 days/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Professional Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

CLASSIFIED

TITLE: School Nurse (Elementary)

QUALIFICATIONS: 1. Licensure by the SC State Board of Nursing as a professional Registered Nurse OR Licensure by the SC State Board of Nursing as a Licensed Practical Nurse and working under the supervision of the district nurse

REPORTS TO: Principal
District Nurse

SUMMARY: Under direct supervision, is responsible for promoting and maintaining the health and well-being of all students by providing services such as assessments, first aid, counseling and emergency care.

PERFORMANCE RESPONSIBILITIES:

Monitors, evaluates and treats physical/medical conditions of students; confers with physicians as needed for proper treatment of injuries/illnesses; refers all severe health problems to parents for further diagnosis and remedy; refers continuing health problems to outside community sources.

Reviews student medical files to assess immunization status; maintains accurate and current immunization documentation in compliance with state law, submits required reports to DHEC.

Conducts periodic vision, hearing, scoliosis, blood pressure, and head lice screenings; provides referrals to parents for students when screenings indicate physical/medical problems.

Gathers necessary information for Individual Health Care Plans (IHPs) and Emergency Health Care Plans (EHPs) for children with special health needs.

Instructs students in proper health practices including nutrition, exercise and general health.

Communicates with parents concerning the health of their child(ren); provides instruction for proper medical care.

Monitors prescription and other medications administered to students, maintains proper, legal documentation.

Conducts staff training to promote awareness of illness and disease symptoms.

Reviews and maintains OSHA standards for healthcare and maintenance of emergency kits, and CPR responder kits.



Attends special education meetings as requested by school administration.

Treats medical/health conditions of staff as needed on an emergency basis.

Uses various tools and equipment, such as AED, audiometer, stethoscope, otoscope, thermometer, audio/visual equipment, first aid supplies, CPR shield, protective clothing, etc.

Interacts with school staff and administration, students, parents, physicians, healthcare professionals, caseworkers, psychologists, etc.

Prepares a wide variety of records and reports such as emergency cards, daily log of health room visits and treatment given, medicine administration records, health cards for each student, accident reports, immunization records, and medical alert forms.

Submits Medicaid and OSHA reports, medication consent/treatment forms, safety data sheets, annual statistics reports, parent notifications, observation records, screening forms, referral forms, etc.

Orders health room supplies as needed.

Maintains confidentiality of personally identifiable data on students and staff.

Maintains student attendance records by entering data in PowerSchool and filing paperwork provided by parents.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 182 days; 37 ½ hours per week/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: School Nurse (Middle)

QUALIFICATIONS: 1. Licensure by the SC State Board of Nursing as a professional Registered Nurse OR Licensure by the SC State Board of Nursing as a Licensed Practical Nurse and working under the supervision of the district nurse

REPORTS TO: Principal
District Nurse

SUMMARY: Under direct supervision, is responsible for promoting and maintaining the health and well-being of all students by providing services such as assessments, first aid, counseling and emergency care.

PERFORMANCE RESPONSIBILITIES:

Monitors, evaluates and treats physical/medical conditions of students; confers with physicians as needed for proper treatment of injuries/illnesses; refers all severe health problems to parents for further diagnosis and remedy; refers continuing health problems to outside community sources.

Reviews student medical files to assess immunization status; maintains accurate and current immunization documentation in compliance with state law, submits required reports to DHEC.

Conducts periodic vision, hearing, scoliosis, blood pressure, and head lice screenings; provides referrals to parents for students when screenings indicate physical/medical problems.

Gathers necessary information for Individual Health Care Plans (IHPs) and Emergency Health Care Plans (EHPs) for children with special health needs.

Instructs students in proper health practices including nutrition, exercise and general health.

Communicates with parents concerning the health of their child(ren); provides instruction for proper medical care.

Monitors prescription and other medications administered to students, maintains proper, legal documentation.

Conducts staff training to promote awareness of illness and disease symptoms.

Reviews and maintains OSHA standards for healthcare and maintenance of emergency kits, and CPR responder kits.



Attends special education meetings as requested by school administration.

Treats medical/health conditions of staff as needed on an emergency basis.

Teaches a three (3) week eight grade girls sex education course.

Uses various tools and equipment, such as AED, audiometer, stethoscope, otoscope, thermometer, audio/visual equipment, first aid supplies, CPR shield, protective clothing, etc.

Interacts with school staff and administration, students, parents, physicians, healthcare professionals, caseworkers, psychologists, etc.

Prepares a wide variety of records and reports such as emergency cards, daily log of health room visits and treatment given, medicine administration records, health cards for each student, accident reports, immunization records, and medical alert forms.

Submits Medicaid and OSHA reports, medication consent/treatment forms, safety data sheets, annual statistics reports, parent notifications, observation records, screening forms, referral forms, etc.

Orders health room supplies as needed.

Maintains confidentiality of personally identifiable data on students and staff.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 182 days; 37 ½ hours per week /WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: District Nurse

QUALIFICATIONS: 1. Licensure by the SC State Board of Nursing as a professional Registered Nurse

REPORTS TO: Principal
Superintendent

SUMMARY: Under general supervision, is responsible for promoting and maintaining the health and well-being of all students by providing services such as assessments, first aid, counseling and emergency care.

PERFORMANCE RESPONSIBILITIES:

Participates with district and school personnel in developing and implementing district health program

Coordinates and conducts screenings for hearing and vision in accordance with DHEC and SDE guidelines; follows up on referrals

Prepares and submits reports for the superintendent, the State Board of Health, and other health related agencies

Monitors, evaluates and treats physical/medical conditions of students; confers with physicians as needed for proper treatment of injuries/illnesses; refers all severe health problems to parents for further diagnosis and remedy; refers continuing health problems to outside community sources.

Reviews student medical files to assess immunization status; maintains accurate and current immunization documentation in compliance with state law, submits required reports to DHEC.

Conducts periodic vision, hearing, scoliosis, blood pressure, and head lice screenings; provides referrals to parents for students when screenings indicate physical/medical problems.

Gathers necessary information for Individual Health Care Plans (IHPs) and Emergency Health Care Plans (EHPs) for children with special health needs.

Instructs students in proper health practices including nutrition, exercise and general health.

Communicates with parents concerning the health of their child(ren); provides instruction for proper medical care.



Monitors prescription and other medications administered to students, maintains proper, legal documentation.

Conducts staff training to promote awareness of illness and disease symptoms.

Reviews and maintains OSHA standards for healthcare and maintenance of emergency kits, and CPR responder kits.

Attends special education meetings as requested by school administration.

Treats medical/health conditions of staff as needed on an emergency basis.

Teaches a three (3) week ninth grade girls sex education course.

Uses various tools and equipment, such as AED, audiometer, stethoscope, otoscope, thermometer, audio/visual equipment, first aid supplies, CPR shield, protective clothing, etc.

Interacts with school staff and administration, students, parents, physicians, healthcare professionals, caseworkers, psychologists, etc.

Prepares a wide variety of records and reports such as emergency cards, daily log of health room visits and treatment given, medicine administration records, health cards for each student, accident reports, immunization records, and medical alert forms.

Submits Medicaid and OSHA reports, medication consent/treatment forms, safety data sheets, annual statistics reports, parent notifications, observation records, screening forms, referral forms, etc.

Orders health room supplies as needed.

Maintains confidentiality of personally identifiable data on students and staff.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 190 days; 37 ½ hours per week /WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy on Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Speech/Language Therapist

QUALIFICATIONS:

1. South Carolina Speech-Language Therapist Certification
2. Master's Degree
3. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal
Director of Student Services

SUMMARY: Under general supervision, evaluates students regarding the application of a wide variety of therapeutic techniques for rehabilitation of speech, language, hearing, and oral motor disorders.

PERFORMANCE RESPONSIBILITIES:

Implements and performs evaluations of children with special attention to receptive and expressive language skills, speech fluency, vocal and oral motor competence, and articulation and auditory skills as required by law.

Assists teachers in appropriately observing, describing, and referring suspected disorders of communication.

Administers diagnostic testing procedures to determine the extent of the student's impairment and the prognosis for improvement.

Effectively evaluates and reviews pertinent data relating to overall treatment planning and evaluation. Administers standard evaluations and elicits information regarding existing skills and capacities.

Develops appropriate treatment plans for students. Monitors their progress and maintains active and support communications with the student, parent(s), and school staff in order to meet the goals outlined in the Individualized Education Plan (IEP).

Accurately prepares written documentation as required by the profession and the school District such as evaluation results, IEPs, progress reports, etc.

Performs internal and external education functions which may include consultation with teachers and school staff and periodic in-service presentations.

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.



Maintains accurate, complete, and correct records as required by law, District policies, and administrative regulations.

Assists in upholding and enforcing school rules, administrative regulations, and board policies.

Punctual and responsible in performing all duties and activities as assigned.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning,

Participates in school or District staff development programs as assigned by the Principal or Superintendent.

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Occupational Therapist

QUALIFICATIONS:

1. Certification as an Occupational Therapist
2. Master's Degree
3. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal
Director of Student Services

SUMMARY: Under general supervision, evaluates students to determine their functional levels and identify special needs. Plans and implements activities to assist special education students.

PERFORMANCE RESPONSIBILITIES:

Implements and performs evaluations of children with special attention to self help, functional mobility, motor functions, sensory processing, and vocational skills.

Administers diagnostic testing procedures to determine the extent of the student's impairment and the prognosis for improvement.

Effectively evaluates and reviews pertinent data relating to overall treatment planning and evaluation. Administers standard evaluations and elicits information regarding existing skills and capacities.

Develops appropriate treatment plans for students. Monitors their progress and maintains active and support communications with the student, parent(s), and school staff in order to meet the goals outlined in the Individualized Education Plan (IEP).

Accurately prepares written documentation as required by the profession and the school District such as evaluation results, IEPs, progress reports, etc.

Performs internal and external education functions which may include consultation with teachers and school staff and periodic in-service presentations.

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.

Maintains accurate, complete, and correct records as required by law, District policies, and administrative regulations.



Assists in upholding and enforcing school rules, administrative regulations, and board policies.

Punctual and responsible in performing all duties and activities as assigned.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning,

Participates in school or District staff development programs as assigned by the Principal or Superintendent.

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Physical Therapist

QUALIFICATIONS:

1. Certification as a Physical Therapist
2. Master's Degree
3. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal
Director of Student Services

SUMMARY: Under general supervision, evaluates students to determine their sensorimotor function and identify special needs. Plans and implements activities to assist special education students.

PERFORMANCE RESPONSIBILITIES:

Implements and performs evaluations of children with special attention to functional mobility, motor functions, sensory processing, and vocational skills.

Administers diagnostic testing procedures to determine the extent of the student's impairment and the prognosis for improvement.

Effectively evaluates and reviews pertinent data relating to overall treatment planning and evaluation. Administers standard evaluations and elicits information regarding existing skills and capacities.

Develops appropriate treatment plans for students. Monitors their progress and maintains active and support communications with the student, parent(s), and school staff in order to meet the goals outlined in the Individualized Education Plan (IEP).

Accurately prepares written documentation as required by the profession and the school District such as evaluation results, IEPs, progress reports, etc.

Performs internal and external education functions which may include consultation with teachers and school staff and periodic in-service presentations.

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.

Maintains accurate, complete, and correct records as required by law, District policies, and administrative regulations.



Assists in upholding and enforcing school rules, administrative regulations, and board policies.

Punctual and responsible in performing all duties and activities as assigned.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning,

Participates in school or District staff development programs as assigned by the Principal or Superintendent.

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Lunchroom Cashier

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Prior cashier experience preferred
3. Demonstrated aptitude for successful performance of the job duties

REPORTS TO: Lunchroom Manager
Principal

SUMMARY: Under direct supervision, performs various cashier duties involving the collection of funds, issuing receipts and daily balancing. Performs a variety of duties in the preparation and service of meals to students, staff and visitors as needed.

PERFORMANCE RESPONSIBILITIES:

Demonstrates the ability to operate the POS (Point of Sale) System-computerized meal accounting system.

Routinely acts on day to day situations, working closely with and assisting school personnel and parents to ensure smooth operation of the free and reduced lunch function.

Is accurate in maintaining and reconciling all financial records.

Demonstrates the ability to issue and keep accurate records on tickets, IDs, etc.

Exhibits the ability to reconcile and balance daily all meals by category.

Is effective in the recording of meal counts, cash collected, and deposits made and does so on a daily basis. Responsible for bank deposits, the handling and safe-guarding of monies received.

Maintains accurate school and student records, reports, and files, and notifies parents in a timely manner of any monies owed.

Maintains daily temperature logs and food production records.

Performs duties of Cafeteria Worker as needed. Assists in the preparation of meal portions which involves cooking and baking using various utensils and appliances; may perform specialized duties such as baking, frying, broiling, etc. or preparing meats, vegetables, salads, desserts, sandwiches, etc. Serves students and staff from the cafeteria counter; keeps dispensing and related equipment full and operating for service as required. Performs duties in compliance with safety and health standards.

Maintains the cleanliness of the kitchen and cafeteria areas; washes dishes; clears counters, sweeps and mops floors; cleans freezers, coolers, and storage areas; cleans kitchen



appliances; cleans and maintains the garbage collection area as needed. Stores stock in an efficient and safe manner.

Interacts with immediate supervisor, students, parents, teachers, school staff and administration.

Operates and/or utilizes various appliances and equipment such as ovens, stoves, mixers, dish washer, deep fryer, etc. as needed; operates general office equipment such as cash register, POS System, computer, calculator and copier.

Participates in seminars and training sessions.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Lunchroom Worker

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Prior lunchroom experience preferred
3. Demonstrated aptitude for successful performance of the job duties

REPORTS TO: Lunchroom Manager
Principal

SUMMARY: Under direct supervision, performs a variety of duties in the preparation and service of nutritious meals to students, staff and visitors. Maintains cleanliness of the kitchen and cafeteria areas and performs related duties.

PERFORMANCE RESPONSIBILITIES:

Assists in the preparation of meal portions which involves cooking and baking using various utensils and appliances; may perform specialized duties such as baking, frying, broiling, etc. or preparing meats, vegetables, salads, desserts, sandwiches, etc. Demonstrates the ability to measure and mix ingredients according to recipes, and prepares, seasons, and cooks food appropriately. Effectively plans and coordinates work schedules so that foods will be ready at required times.

Always ensures that all foods meet existing standards for quality, freshness, taste and appearance and ensures that required sanitary levels are maintained throughout the food preparation process.

Maintains daily temperature logs and food production records.

Demonstrates the ability to set up the steam table and serving line; obtains and places dishes, silverware, hot and cold foods, baked goods, beverages, desserts, and condiments. Serves students and staff from the cafeteria counter; keeps dispensing and related equipment full and operating for service. Effectively maintains prepared and partially prepared foods in optimum condition until served. Devises best methods of presentation.

Maintains the cleanliness of the kitchen and cafeteria areas; washes dishes; clears counters, sweeps and mops floors; cleans freezers, coolers, and storage areas; cleans kitchen appliances; cleans and maintains the garbage collection area. Ensures that all cooking equipment and utensils are inspected and maintained for proper operation.

Operates and/or utilizes various appliances and equipment such as ovens, stoves, mixers, dishwasher, deep fryer, etc. Is effective in notifying supervisor of problems and needs concerning equipment and food supplies.



Maintains files of recipes and menu items; estimates food items needed; inspects, weighs, measures, washes and otherwise prepares food items for cooking and serving.

Interacts with immediate supervisor, students, parents, teachers, school staff and administration.

Performs duties in compliance with safety and health standards. Stores stock in an efficient and safe manner.

Participates in seminars and training sessions.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Lunchroom Manager

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Three to five years of experience in food service
3. Demonstrated aptitude for successful performance of the job duties

REPORTS TO:

Food Service Supervisor
Principal

SUMMARY:

Under general supervision, oversees the functions of food production, service, purchasing, and quality control for assigned school. Directs food service activities in accordance with district policies, and federal and state guidelines.

PERFORMANCE RESPONSIBILITIES:

Plans, schedules, assigns and supervises the work of cafeteria employees to ensure proper and timely completion of cafeteria activities; supervises the proper use of directed sanitation procedures; plans and supervises kitchen cleaning schedules; instructs new employees and/or substitute employees; monitors the performance of lunchroom operators.

Demonstrates the ability to operate the POS (Point of Sale) System-computerized meal accounting system and completes all financial reports with accuracy and in a timely manner. Maintains required records such as daily meal plans, daily temperature log, daily and monthly participant counts, invoices, incident reports, etc. Maintains accurate food production records and breakfast cost sheets and turns these reports in on a weekly basis.

Plans and directs the preparation and serving of food in accordance with meal standards. Maintains established district policies, procedures, federal laws, and state board regulations to ensure proper compliance.

Provides training to employees on job tasks, food preparation and handling, serving portions, use and care of equipment, etc.

Inspects cafeteria, food service equipment and utensils for cleanliness and sanitation.

Plans and estimates quantities of food supplies needed; places orders for all food and supply items as required; checks food shipments and verifies invoices. Maintains food and supply cost within the school district's established guidelines. Adheres to the established budget for all expenditures.

Operates a wide variety of cafeteria equipment such as food slicers, mixers, food processors, dishwashers, ovens, deep fryer, steamer, coffee makers, cash register, etc.; operates general office equipment such as a calculator, computer and copier.



Establishes and maintains good relations between cafeteria staff and students, district employees, and the general public.

Maintains daily and monthly inventory of all food and supplies; takes inventory as required and keeps updated inventory records.

Responsible for bank deposits and the handling and safe-guarding of monies received.

Attends meetings, provides classroom presentations and performs related communications.

Coordinates activities for National School Lunch Week and other special occasions.

Interprets to the administration, staff, and public, as appropriate, federal and state standards and guidelines regarding school food service and the food service program.

Reports equipment malfunctions to the Maintenance Supervisor.

Participates in seminars and training sessions.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Athletic Director

QUALIFICATIONS:

1. Minimum of 3 years' experience in athletic coaching
2. Knowledge and experience in budgeting and purchasing
3. Ability to lead a staff of co-workers
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Principal

SUMMARY: Under general supervision, oversees the overall direction, coordination, and evaluation of the athletic department. Carries out supervisory responsibilities (planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems). Provides students with an opportunity to participate in activities that foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

Coordinates the athletic program and supervises coaches of various sports at the middle school and high school.

Ensures all sporting events are properly managed/monitored:

- Schedules athletic facility usage by all teams
- Schedules all teams events
- Assist coaches in making travel arrangements
- Site preparation, ticket sales, passes, officials, game security, programs, publicity and medical personnel

Represents the school at region and state meetings.

Assists the Principal in the selection and evaluation of coaching staff.

Ensures compliance of the entire athletic program with the rules and regulations of the school, the district, and the South Carolina High School League.

Completes eligibility and insurance audits of athletes.

Completes the athletic budget, inventory of equipment and supplies, recommendation of approval of all athletic purchases.

Fosters good school-community relations by: providing local newspapers with schedules and daily game results; establishes and maintains a good rapport with coach, faculty and parents;



handles disputes among players, coaches and parents; keeps the Principal informed of progress and problems in the athletic program; works in an advisory capacity with booster clubs.

Provides for the physical examination of all athletes prior to the beginning of each season.

Plans and supervises an annual recognition program for school athletes.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan

The Principal, at his/her discretion, may terminate this assignment at any time, for any reason, with no right of recourse by the athletic director.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: School Resource Officer

QUALIFICATIONS:

1. Employment by local law enforcement agency and school district
2. Experience working with youth preferred
3. Diploma from SC Criminal Justice Academy

REPORTS TO: Local law enforcement agency
Principal
District Safety Coordinator

SUMMARY: Under general supervision, provides law enforcement and police services to assist in providing a safe learning environment. Acts in accordance with policies and procedures of police departments, sheriff's offices, and other law enforcement agencies to enforce state law and county and municipal ordinances.

PERFORMANCE RESPONSIBILITIES:

Primarily serves as law enforcement officer; acts as a visible active law enforcement figure on campus dealing specifically with law enforcement matters originating on campus.

Serves as a classroom source for law education using approved materials; may help design and present law-related topics regarding the role of law enforcement in our society.

Attends and/or participates in school functions to build working relationships with staff, students, and parents.

Acts as a resource for teachers, parents, and students for conferences on an individual basis.

Serves as law enforcement contact when student behavior amounts to a Level III violation.

First line of contact for local law enforcement if a law enforcement referral is required to ensure the matter is resolved expeditiously to decrease significant interruption to the learning process.

Handles a disturbance or emergency regarding a visitor or employee who disrupts the learning environment or school activity.

Assists in emergency crisis planning, building security, and training school personnel on handling crisis situations.

Advises on school policy concerning actions such as arrests and interrogations.



Becomes familiar with community agencies which offer assistance to youth and their families, such as mental health clinics and drug treatments centers. Make referrals when necessary.

Coordinates all activities with the Principal and staff members; seek permission, guidance, and advice prior to enacting any programs within the school.

Provides community-wide presentations.

Wears department issue uniform. Wears department issue duty weapon in accordance with Local law enforcement's Operations Manual.

Refrains from use of alcohol or any kind of tobacco product on the school campus.

Provides supervision for after-school activities, as requested.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 180 days/ WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Intervention Assistant

QUALIFICATIONS: 1. High School Diploma
2. Passing score on District's designated skill test
OR
Associate's Degree (or higher) from an accredited institution
OR
60 hours of study at an accredited institution of higher education

REPORTS TO: Principal

SUMMARY: Under direct supervision, provides small group or individual instruction for identified students.

PERFORMANCE RESPONSIBILITIES:

Provides small group and individual interventions for identified students.

Accurately scores student assessments and monitors student progress.

Assists the Lead Interventionist with devising special strategies for reinforcing material based on an understanding of individual students, their needs, interests, and abilities.

Guides independent study and intervention practice assigned by the Lead Interventionist.

Alerts the Lead Interventionist of any problem or special information about individual students as indicated.

Participates in inservice training sessions as assigned.

Operates and cares for equipment and instructional materials.

Helps students master equipment or instructional materials assigned by the Lead Interventionist.

Distributes and collects materials used for instruction.

Reads to students, listens to students read, and participates in other forms of oral communication with students.

Checks student work, corrects papers and supervises testing and make-up work.

Monitors students during standardized test administrations.

Serves as a reference source of information to any teacher of identified students.



Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 182 days; 37 ½ hours per week/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Instructional Assistant

QUALIFICATIONS: 1. High School Diploma
2. Passing score on District's designated skill test
OR
Associate's Degree (or higher) from an accredited institution
OR
60 hours of study at an accredited institution of higher education

REPORTS TO: Principal

SUMMARY: Under direct supervision, provides general instructional and teaching assistance to assigned teacher(s). Duties may be specialized as required by area of instruction, type of students, etc.

PERFORMANCE RESPONSIBILITIES:

Assists the teacher in supervising students in and out of the classroom.

Assists teachers with academic instruction and classroom activities; prepares and disseminates materials for classroom activities.

Administers, scores, and records such achievement and diagnostic assessments as the classroom teacher recommends.

Demonstrates the ability to perform remedial instruction or tasks to reinforce learning initiated by teacher.

Keeps bulletin board and other classroom learning displays up to date.

Exhibits the ability to work with students requiring individual or close attention, reads to children, listens to their reactions, and suggests improvements.

Is effective in monitoring groups of students engaged in drawing, writing, independent study or similar work.

Demonstrates the ability to observe and assist individual students that are experiencing difficulties.

Distributes and collects appropriate materials, sets up the classroom for instructional projects, and sets up and operates audio-visual equipment as needed.

Effectively supervises playground activities, monitors students in the cafeteria, during rest periods, coming on and off buses, or as they go to and from classes.



Demonstrates the ability to perform other classroom or school-wide clerical tasks; prepares, compiles, and makes copies of instructional materials and reports, files classroom or student records, distributes textbooks and other instructional materials appropriately.

Arranges for field trips (permission slips, arrangement of transportation, etc.), speakers/presenters, and related educational activities; accompanies class on field trips as required.

Provides clerical support by performing such duties as data entry, routine sorting and filing, and correcting student work.

Types, completes and/or files various records and forms.

Collects incoming monies for field trips, school pictures, and other school fees; prepares receipts for monies collected.

Performs miscellaneous tasks such as distributing materials, scheduling parent or teacher appointments, ordering supplies, escorting students to other areas of the school, etc.

Operates general office equipment.

Serves as a source of information and help to any substitute teacher assigned in the absence of the classroom teacher.

Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 182 days; 37 ½ hours per week/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Computer Lab Manager

QUALIFICATIONS:

1. High School Diploma
2. Computer experience preferred
3. Passing score on District's designated skill test

OR

Associate's Degree (or higher) from an accredited institution

OR

60 hours of study at an accredited institution of higher education

REPORTS TO: Principal

SUMMARY: Under general direction, supports all aspects of the day-to-day operations of instructional technology education in computer lab or classroom.

PERFORMANCE RESPONSIBILITIES:

Implements SC Computer Science and Digital Literacy standards with fidelity.

Coordinates scheduling of students and teachers.

Maintains computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in the lab.

Reports damaged equipment and malfunctions promptly to Technology Department.

Troubleshoots malfunctions of hardware and/or software applications.

Monitors student activities and their work.

Prepares documentation such as lesson plans, program reports, enrollments, etc. for the Principal and teachers.

Performs routine and preventive maintenance of equipment (e.g. dusting, cleaning, clearing Internet bookmarks, etc.).

Keeps bulletin board and other learning displays up to date.

Demonstrates the ability to observe and assist individual students that are experiencing difficulties.

Operates general office equipment.

Serves as a source of information and help to any student or teacher.



Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 182 days; 37 ½ hours per week/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: In-School Suspension Manager/Attendance Clerk (Middle)

QUALIFICATIONS: 1. High School Diploma
2. Passing score on District's designated skill test
OR
Associate's Degree (or higher) from an accredited institution
OR
60 hours of study at an accredited institution of higher education

REPORTS TO: Principal

SUMMARY: Under direct supervision, provides monitoring and supervision for students serving in In-School Suspension (ISS). Provides a positive, structured, academic atmosphere for students in a suspension alternative program. Assists with school attendance initiatives and maintains student management database including the proper reporting of attendance data.

PERFORMANCE RESPONSIBILITIES:

Demonstrates the ability to keep order and provide supervision to students that are assigned to In-School Suspension.

Demonstrates the ability to monitor student behavior and deal effectively with misbehavior according to school and district policies.

Demonstrates the ability to perform remedial instruction or tasks to reinforce learning initiated by teacher. Ensures that all students in ISS have meaningful academic work for the entire time assigned.

Exhibits the ability to work with students, check their work for accuracy, understanding and neatness.

Is effective in maintaining an accurate accounting of student attendance and equipment usage for In-School Suspension.

Establishes and maintains open communication with teacher and administration.

Operates general office equipment.

Provides responsible administrative support in the area of student attendance by compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature. Conducts attendance conferences at WSEMS and WSPS.



Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 182 days; 37 ½ hours per week/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: In-School Suspension Manager (Secondary)

QUALIFICATIONS: 1. High School Diploma
2. Passing score on District's designated skill test
OR
Associate's Degree (or higher) from an accredited institution
OR
60 hours of study at an accredited institution of higher education

REPORTS TO: Principal

SUMMARY: Under direct supervision, provides monitoring and supervision for students serving in In-School Suspension (ISS). Provides a positive, structured, academic atmosphere for students in a suspension alternative program.

PERFORMANCE RESPONSIBILITIES:

Demonstrates the ability to keep order and provide supervision to students that are assigned to In-School Suspension.

Demonstrates the ability to monitor student behavior and deal effectively with misbehavior according to school and district policies.

Demonstrates the ability to perform remedial instruction or tasks to reinforce learning initiated by teacher. Ensures that all students in ISS have meaningful academic work for the entire time assigned.

Exhibits the ability to work with students, check their work for accuracy, understanding and neatness.

Is effective in maintaining an accurate accounting of student attendance and equipment usage for In-School Suspension.

Establishes and maintains open communication with teacher and administration.

Operates general office equipment.

Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.



Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 182 days; 37 ½ hours per week/WSSD51 salary schedule

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Custodian

QUALIFICATIONS: 1. High School Diploma
2. Demonstrated aptitude or competence for assigned responsibilities

REPORTS TO: Principal

SUMMARY: Under general direction, maintain a safe, attractive, comfortable and clean school building that operates without problem or interruptions to the educational program.

PERFORMANCE RESPONSIBILITIES:

Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.

Sanitizes and disinfects bathroom fixtures, water fountains, and door handles daily.

Washes windows, baseboards, moldings and trim, and walls at least once a quarter.

Keeps floors clean by sweeping, mopping, scrubbing, and sanitizing.

Performs grounds maintenance such as grass cutting, trimming shrubs, distributing mulch, etc. to maintain attractive school grounds.

Reports major repairs promptly to the Principal.

Reports damaged school property immediately to the Principal.

Performs general maintenance, upkeep, and operator adjustments to facility's equipment.

Opens and closes the building each school day ensuring all doors and windows are locked, lights are turned off, and gates are locked.

Moves furniture and/or equipment as required for various activities and directed by the Principal.

Inspects fire extinguishers monthly and completes ticket attached to each fire extinguisher.

Maintains inventory of custodial/maintenance supplies and equipment. Requests replacements in advance as to not hinder custodial duties.

Maintains neat appearance, courteous conduct, and works amicably with all school and maintenance personnel.



Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

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

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Bus Driver

QUALIFICATIONS:

1. High School Diploma
2. Valid South Carolina Commercial Driver's License which must not have more than 4 points against his/her driving record in previous 12 months

REPORTS TO: Transportation Supervisor

SUMMARY: Under general direction, transports students on specified routes according to time schedule.

PERFORMANCE RESPONSIBILITIES:

Drives a school bus safely and professionally. Maintains an accurate route description and student roster at all times.

Performs and properly completes daily pre-trip and post-trip inspections. Keeps accurate records.

Complies with all traffic ordinances.

Reports inappropriate student behavior to administrators in a timely fashion.

Participates in on-site and off-site training, as necessary.

Reports to work on time daily.

Maintains a safe, clean, efficient school bus.

Drives all extra-curricular activities and field trips as deemed necessary.

Establishes and maintains working relationships with students, parents, and administration.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.



Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 180 days/WSSD51 pay scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Administrative Assistant/Bookkeeper/Attendance Clerk
(Elementary)

QUALIFICATIONS: 1. High School Diploma
2. Computer applications experience preferred

REPORTS TO: Principal

SUMMARY: Under general direction, provides clerical support to administrator to ensure smooth and efficient operations of the main office. Assists with school attendance initiatives and maintains student management database including the proper reporting of attendance data. Performs standardized bookkeeping tasks.

PERFORMANCE RESPONSIBILITIES:

Provides secretarial support by performing such duties as answering incoming telephone calls and taking messages; sorts and distributes mail; files; directs visitors; and schedules meetings.

Types, completes and/or files various documents, records, and reports such as letters, memoranda, agendas, work orders, invoices, purchase orders, etc.

May order, control, and/or monitor departmental supplies and equipment.

Handles confidential documents in an appropriate manner; maintains confidential files and records such as employee information; enters employee and/or student information to computer as assigned.

Interacts with various persons in the performance of duties including school administrators and staff, students, parents, business persons, government officials and agencies, etc.

Participates in District-wide meetings, training activities and the distribution of appropriate information.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature.

Maintains student attendance records by entering data in PowerSchool and filing paperwork provided by parents.

Receipts and deposits school monies for general activity accounts.

Maintains financial records for accounts.



Issues purchase orders and maintains a log of purchase orders.

Verifies all invoices, statements, and pay-to forms.

Handles all incoming and outgoing district mail.

Assists in preparing student and teacher handbooks.

Maintains daily attendance records for faculty and staff; sends attendance forms to district office weekly.

Operates general office equipment such as a computer, printer, copier, calculator, laminator, PA system, telephone system, etc.

Establishes and maintains cooperative relationships with students, parents, and personnel.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 210 days/37 ½ hours per week/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Administrative Assistant/Bookkeeper (Middle)

QUALIFICATIONS: 1. High School Diploma
2. Computer applications experience preferred

REPORTS TO: Principal

SUMMARY: Under general direction, provides clerical support to administrator to ensure smooth and efficient operations of the main office.
Performs standardized bookkeeping tasks.

PERFORMANCE RESPONSIBILITIES:

Provides secretarial support by performing such duties as answering incoming telephone calls and taking messages; sorts and distributes mail; files; directs visitors; and schedules meetings.

Types, completes and/or files various documents, records, and reports such as letters, memoranda, agendas, work orders, invoices, purchase orders, etc.

May order, control, and/or monitor departmental supplies and equipment.

Handles confidential documents in an appropriate manner; maintains confidential files and records such as employee information; enters employee and/or student information to computer as assigned.

Interacts with various persons in the performance of duties including school administrators and staff, students, parents, business persons, government officials and agencies, etc.

Participates in District-wide meetings, training activities and the distribution of appropriate information.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature.

Receipts and deposits school monies for general activity accounts.

Maintains financial records for accounts.

Issues purchase orders and maintains a log of purchase orders.

Verifies all invoices, statements and pay-to forms.

Handles all incoming and outgoing district mail.



Assists in preparing student and teacher handbooks.

Maintains daily attendance records for faculty and staff; sends attendance forms to district office weekly.

Operates general office equipment such as a computer, printer, copier, calculator, PA system, telephone system, etc.

Establishes and maintains cooperative relationships with students, parents, and personnel.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 210 days; 37 ½ hours per week/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Administrative Assistant (Secondary)

QUALIFICATIONS: 1. High School Diploma
2. Computer applications experience preferred

REPORTS TO: Principal

SUMMARY: Under general direction, provides clerical support to administrator to ensure smooth and efficient operations of the main office.

PERFORMANCE RESPONSIBILITIES:

Provides secretarial support by performing such duties as answering incoming telephone calls and taking messages; sorts and distributes mail; files; directs visitors; and schedules meetings.

Types, completes and/or files various documents, records, and reports such as letters, memoranda, agendas, etc.

Interacts with various persons in the performance of duties including school administrators and staff, students, parents, business persons, government officials and agencies, etc.

Participates in District-wide meetings, training activities and the distribution of appropriate information.

Supervises student office workers.

Handles all incoming and outgoing district mail.

Operates general office equipment such as a computer, printer, copier, PA system, telephone system, etc.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 200 days; 37 ½ hours per week/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Guidance Clerk/Bookkeeper/Attendance Clerk (Secondary)

QUALIFICATIONS: 1. High School Diploma
2. Computer applications experience preferred

REPORTS TO: Principal

SUMMARY: Under general direction, provides clerical support to guidance counselor to ensure smooth and efficient operations of the office. Assists with school attendance initiatives and maintains student management database including the proper reporting of attendance data. Performs standardized bookkeeping tasks.

PERFORMANCE RESPONSIBILITIES:

Develops, analyzes and/or maintains various records, reports, graphs, charts, forms, spreadsheets and/or databases using a variety of automated software applications.

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature such as employee and student information, etc.

Maintains or assists in maintaining accounting books for department; processes purchase orders and invoices; maintains accurate records of expenditures and balances; performs reconciliations, etc.

Manages various non-routine special projects as assigned.

May provide clerical or administrative assistance as a back-up to other school or departmental staff.

Interacts with various business persons, district administrators and staff, students, parents, government officials and agencies, etc.

Participates in District-wide meetings, training activities and the distribution of appropriate information.

Maintains student attendance records by entering data in PowerSchool and filing paperwork provided by parents.



Assists with maintenance of student permanent records and the protection of their confidentiality.

Receipts and deposits school monies for general activity accounts.

Maintains financial records for accounts.

Issues purchase orders and maintains a log of purchase orders.

Verifies all invoices, statements and pay-to forms.

Serves as secretary to the Athletic Director, which may include: copying, faxing, completing high school league reports, arranging for security for home games, securing gate change/officials' checks, creating security checks for home games, receipting and depositing all monies for all sports.

Operates general office equipment such as a computer, printer, copier, calculator, laminator, PA system, telephone system, etc.

Establishes and maintains cooperative relationships with students, parents, and personnel.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Ware Shoals School District 51 at all times.

Willingly performs other related duties as required.

TERMS OF EMPLOYMENT: 210 days; 37 ½ hours per week/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan on the Evaluation of Support Staff

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

DISTRICT OFFICE

TITLE: Chief Academic Officer

QUALIFICATIONS:

1. Master's Degree in Education Administration
2. Experience as school principal, preferred
3. Experience as district-level leader, preferred
4. Experience in curriculum development and implementation, preferred
5. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under limited direction, provides leadership in planning, developing, maintaining and evaluating the District's curriculum and instruction; coordinates, organizes and performs duties related to instructional support, supervision, budgeting, and professional development; provides leadership to the District in complying with federal and state laws and regulations.

PERFORMANCE RESPONSIBILITIES:

Curriculum and Instruction

Plans and carries out a district-wide program of curriculum review and development.

Provides leadership in the evaluation of instructional methods and programs, and recommends such changes and improvements as are needed.

Guides individual professional development experiences for Principals via the evaluation process.

Supervises the instructional and professional development programs of the staff in the assigned buildings.

Integrates instructional programs.

Assists Principals in the planning and implementation of effective programs of supervision and evaluation.

Designs, recommends, carries out educational initiatives; disseminates and interprets the results to administrators, teachers, and parents as appropriate.

Provides guidance in the selection and use of textbooks and other instructional materials.

Works with teachers in the preparation of curriculum materials.



Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.

Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the advancement of education.

Assists with all assessment and accountability programs, data analysis and interpretation.

Professional Development

Seeks instructors and SDE approval for recertification courses for teachers.

Schedules workshops/conferences for teachers and administrators.

Surveys teachers and administrators regarding professional development needs.

Distributes information to appropriate staff members regarding available courses, workshops, and other professional development opportunities.

Schedules site visits for teachers and administrators to observe model programs.

Attends monthly Instructional Leaders Roundtable meetings.

Attends WPEC meetings.

Coordinates district-wide professional development programs.

Assists Principals with school professional development plans.

Evaluates professional development activities through surveys.

Manages professional development funds and approves teacher travel.

Increases technology learning opportunities for staff members.

Teacher Evaluation

Schedules evaluator and mentor training.

Assists Principals in selecting evaluators and team members.

Monitors program implementation.

Serves as an evaluator on ADEPT & PADEPP team evaluations.



Provides teacher evaluation guidelines and reminders from SDE to administrators.

Collaborates with surrounding districts to plan and implement Induction Program.

Provides information to first year teachers regarding the Induction Program.

Provides Induction Program guidelines and reminders to administrators.

Uploads evaluation results in SCLEAD System.

Gifted and Talented

Plans programs and monitors for compliance.

Plans and facilitates selection of students using SDE criteria.

Plans and monitors budget.

Schedules student evaluations.

Maintains student records and documentation.

Plans professional development opportunities.

Assists principals in providing program information to parents.

Completes required reports.

Certificate Renewal

Oversees teacher certification renewals, out of field permits, non-traditional pathway and extension requests.

Uploads certification renewal credits into the Certification Portal System (CPS).

Career and Technology Education (CTE)

Oversees the Perkins and state funding budgets.

Oversees the school advisory council meetings.

Identifies CTE concentrators and completers.

Schedules performance assessments.

Completes Perkins local improvement plans, with input from stakeholders



Federal Programs

With collaboration from stakeholders, writes grant proposals and submits to SDE.

Manages budget.

Plans annual meeting to inform parents of program plans and receive input for Parent Involvement Policy.

Meets with Administrators, Guidance Counselors, and Program Coordinators to discuss program plans as necessary during implementation.

Schedules professional development opportunities.

Maintains documentation for audits.

Completes yearly evaluation of program effectiveness

Submits Report Card data.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Director of Student Services

QUALIFICATIONS:

1. Master's Degree in Special Education or Education Administration
2. Experience as special education teacher, preferred
3. Experience as district-level leader, preferred
4. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under limited direction, plans, develops and implements all District special service programs. Coordinates, organizes and performs duties related to instructional support, budgeting, and professional development; provides leadership to the District in complying with federal and state laws and regulations.

PERFORMANCE RESPONSIBILITIES:

Directs, plans, coordinates, and implements a comprehensive special services program which includes homebound instruction to ensure appropriate instructional experiences.

Provides staff leadership to special education instructional personnel to ensure their understanding and implementation of educational objectives of the District.

Guides development, implementation and evaluation of special education curricular and instructional services. Serves District administrative personnel as technical consultant and advisor regarding curricula and other types of programs for students with special needs.

Works as needed with Principals and teachers in organizing and coordinating grade level, subject area and departmental meetings in order to affect horizontal and vertical continuity and articulation of the special education instructional program throughout the District.

Effectively coordinates, with teacher input, the selection of appropriate textbooks and instructional materials which support the special education curriculum.

Demonstrates the ability to train and observe for effectiveness in teaching, for the purpose of teacher evaluation.

Supervises various types of screening programs dealing with students with disabilities which may be required by the District or the State Department of Education. Demonstrates the ability to supervise, plan and implement a comprehensive program of psychological services for students, parents, and school staff.



Assumes responsibility for keeping the District in compliance with the state and federal regulations regarding programs for the handicapped. Interprets and formulates pertinent policy and procedures in response to legislation and provides related advice to administrators, employees and staff; recommends new or revised policies and/or procedures as warranted.

Accurately prepares all reports and project proposals to the State Department of Education in accordance with state and federal laws and regulations. Accurately compiles and maintains written records and reports concerning special education and disseminates to the appropriate source. Effectively supervises the Medicaid reimbursement program for the school District.

Coordinates contracted services for students' education in other District programs, multi-district programs, private programs, or other facilities. Demonstrates the ability to establish procedure for referral, evaluation, placement and re-evaluation of students in regard to the special education services. Participates in consultations as needed.

Demonstrates the ability to develop a budget for Special Services and allocates funds within budget limits to accomplish objectives. Keeps abreast of availability of funds (federal or otherwise) for projects and develops or assists in the development of such project proposals as are needed to obtain grants.

Is effective in communicating with parents, coworkers, administrators, psychologists, nurses, agency personnel, etc. concerning the District's special education instructional and operational programs. Assists the building level administrators with the implementation of special services programs in each school.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Student Services Coordinator

QUALIFICATIONS:

1. Master's Degree in Special Education or Education Administration
2. Experience as special education teacher, preferred
3. Experience as district-level leader, preferred
4. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under general direction of the Director of Student Services, schedules, coordinates teams, administers support for District programs, implements professional development and provides leadership to the District in complying with federal and state laws and regulations.

PERFORMANCE RESPONSIBILITIES:

Directs, plans, coordinates, and implements a comprehensive special services program which includes homebound instruction to ensure appropriate instructional experiences.

Guides development, implementation and evaluation of special education curricular and instructional services. Serves District administrative personnel as technical consultant and advisor regarding curricula and other types of programs for students with special needs.

Works as needed with Principals and teachers in organizing and coordinating grade level, subject area and departmental meetings in order to affect horizontal and vertical continuity and articulation of the special education instructional program throughout the District.

Effectively coordinates, with teacher input, the selection of appropriate textbooks and instructional materials which support the special education curriculum.

Demonstrates the ability to train and observe for effectiveness in teaching, for the purpose of teacher evaluation.

Supervises various types of screening programs dealing with students with disabilities which may be required by the District or the State Department of Education. Demonstrates the ability to supervise, plan and implement a comprehensive program of psychological services for students, parents, and school staff.

Assumes responsibility for keeping the District in compliance with the state and federal regulations regarding programs for the handicapped. Interprets and formulates pertinent policy and procedures in response to legislation and provides related advice to



administrators, employees and staff; recommends new or revised policies and/or procedures as warranted.

Accurately prepares all reports and project proposals to the State Department of Education in accordance with state and federal laws and regulations. Accurately compiles and maintains written records and reports concerning special education and disseminates to the appropriate source. Effectively supervises the Medicaid reimbursement program for the school District.

Is effective in communicating with parents, coworkers, administrators, psychologists, nurses, agency personnel, etc. concerning the District's special education instructional and operational programs. Assists the building level administrators with the implementation of special services programs in each school.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 210 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Administrative Assistant/PowerSchool Coordinator/Attendance Supervisor

QUALIFICATIONS:

1. High School Diploma
2. Computer applications experience preferred
3. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under general direction of the Director of Student Services, provides administrative/secretarial support in the guidance, direction, supervision, and evaluation of all programs that serve disabled students. Manages the computerized student information system, PowerSchool, supporting a variety of software packages; providing instruction and advice to system users; and coordinating usage among all system users. Cooperatively works with principals and their designee(s) to ensure rules and policies for school attendance are followed in accordance with attendance laws and regulations.

PERFORMANCE RESPONSIBILITIES:

Develops, analyzes and/or maintains various records, reports, graphs, charts, forms, spreadsheets and/or databases using a variety of automated software applications.

Coordinates Medicaid with billing agency and service providers; maintains Medicaid documentation.

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc.

Responds to inquiries of routine and non-routine nature, or refers them to appropriate persons and/or departments as needed.

Establishes and maintains accurate and up-to-date files on special education students.

Demonstrates the ability to provide the required reports concerning disabled children to the Director of Special Services in a timely manner.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature such as student information, etc.



Manages various non-routine special projects as assigned.

Assists with development of budgets and monitoring of budgets.

Assists with planning, registering, and coordinating meetings.

Disseminates information to school personnel concerning meetings, programs, courses, etc.

Coordinates opportunities for student, parent, and teacher training opportunities.

Places orders, controls, and/or monitors departmental supplies and equipment.

Interacts with various business persons, district administrators and staff, students, parents, government officials and agencies, etc.

Operates general office equipment such as a computer, printer, copier, fax, telephone system, etc.

PowerSchool

Assists other personnel (Administrators, Teachers, Parents, Students, Department Staff) (e.g. trouble shooting program) for the purpose of supporting them in the completion of their work activities.

Coordinates the collection and processing of data for the state systems for the purpose of ensuring compliance with state reporting requirements.

Coordinates with other staff (e.g. master schedules, rollover procedures, lunch/bell schedules, school calendar) for the purpose of completing projects/work orders efficiently.

Designs reports options and/or database applications (e.g. report cards, registration forms, lunch program) for the purpose of providing personnel with information customized to their specific needs.

Instructs other personnel (e.g. provides in-service training, set-up individual accounts, issue passwords, and resolve lock concerns) for the purpose of ensuring proper and efficient usage of system and notifying users of system changes.

Monitors enrollment of students, attendance, and ProTeacher gradebooks.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.



Attendance Supervisor

Confers with principals or their designee regarding student attendance.

Acts as a liaison between the district and community agencies.

Collaborates with school staff to develop interventions for students who are truant.

Oversees attendance counting and the preparation of attendance reports.

TERMS OF EMPLOYMENT: 210 days/WSSD51 salary scale

EVALUATION Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Director of Technology

QUALIFICATIONS:

1. Bachelor's Degree in Computer Science, Information Systems, Educational Technology, or related field
2. Knowledge and applied understanding of a wide range of hardware and software in a variety of educational settings
3. Successful experience in an administrative position working with networked and electronic data systems
4. Supervisory experience in directing and managing staff
5. Expertise and experience in providing training in the administrative and instructional uses of technology
6. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under limited direction provides the technological infrastructure to support staff, integrates cost-effective applications of technological hardware and software, supports administrators in making informed decisions about hardware and software, coordinates professional development opportunities, and provides leadership for integrating technology into the instructional framework.

PERFORMANCE RESPONSIBILITIES:

Technology and Technology Resources

Manages all personnel assigned to the Technology Department

Plans and implements a Districtwide program for the use of computers in the management of the District, schools, and instructional programs. This includes local area networks, wide area networks, and telecommunications.

Plans and implements the coordination and standardization of District computer operations and procedures. Supervises the planning and implementation of those procedures.

Supervises the procurement and/or maintenance for all computer hardware and software used in District, school, and/or program management.

Plans strategies for funding the implementation of technology in the District.

Plans and implements security procedures for computing hardware and data files.

Authorizes the installation of all software onto computer networks within the District.



Supervises the purchase of computing hardware, software, and other computing resources in the District.

Responsible for Network security and email systems within the District.

Directs video system installation

Responsible for E-rate Funding.

Provides input to the administration on policy matters concerning technology.

Monitors the District Network.

Data Management and Analysis

Supervises the creation and maintenance of student information system to assure quality of data for State and Federal reporting and to meet all accountability requirements.

Supervises the maintenance of inventory records of all computing hardware and software used for District, school, and program management.

Plans and supervises the use of the student information system and related programs within the District.

Plans and facilitates districtwide and school-level advisor groups for planning and implementing all accountability requirements.

Plans and supervises services to meet the continuing needs of the school-based data clerks and support staff at the District and school levels.

Plans and supervises the appropriate training of District and school staff in the use of the student information system and related programs.

Assists the District Testing Coordinator in the database manipulation of test results to provide appropriate information from school administrators and teachers.

Assists the appropriate district level staff in the database manipulation of test results to determine eligibility of students for Gifted and Talented services.

Provides other services related to the analysis and reporting of data available electronically to the District.

Provides database services for any department, office, or school.



Instruction and Learning

Assists in the development of a curriculum management system that meets curriculum and management needs of the District.

Plans and implements training activities for school and District personnel who want or need to become computer users.

Supervises the organization of interaction groups among users with specific interests relating to computer use.

Supervises the dissemination of information about useful applications, procedures, and techniques developed and used at other schools and departments.

Supervises the preparation and presentation of exemplary ideas, solution strategies, and District-developed materials with other districts and with State agencies.

Demonstrates extensive knowledge of hardware and software applications for educational purposes and knowledge of data privacy laws and practices.

Demonstrates the ability to approach problems and issues from multiple perspectives and to recommend multiple applications of technology to address District needs.

Communicates effectively and work collaboratively with District staff, the South Carolina Department of Education, parents, students, community members, and other stakeholders.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Technology Specialist

QUALIFICATIONS:

1. Associate's Degree or equivalent work-related experience
2. Knowledge and applied understanding of a wide range of hardware and software in a variety of educational settings
3. Successful experience working with networked and electronic data systems
4. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Director of Technology

SUMMARY: Under general direction of the Director of Technology, provides the technological infrastructure to support staff, integrates technological hardware and software, supports administrators in making informed decisions about hardware and software, and facilitates professional development opportunities.

PERFORMANCE RESPONSIBILITIES:

Installs, configures and maintains servers, management suites and applications.

Installs, configures and maintains workstations, laptops, iPADS, network printers and peripherals.

Supports network related equipment such as routers, switches, firewalls, and wireless applications.

Maintains user logins and email accounts.

Troubleshoots operating systems and applications.

Completes repairs, upgrades, and installation of hardware and software.

Oversees successful backup of information systems.

Performs routine updates and backups to maintain network.

Provides training to users for hardware and software.

Provides server and PC support, configuration and management of district's internal networks, servers, and storage systems.

Supports MS Exchange, OneDrive, anti-virus and backup applications.



Demonstrates extensive knowledge of hardware and software applications for educational purposes and knowledge of data privacy laws and practices.

Demonstrates the ability to approach problems and issues from multiple perspectives and to recommend multiple applications of technology to address District needs.

Communicates effectively and work collaboratively with District staff, parents, students, community members, and other stakeholders.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Finance Supervisor

QUALIFICATIONS:

1. Bachelor's Degree in Business
2. Minimum of 5 years experience in school finance
3. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under general direction plans, organizes, and directs the financial affairs of the District, including the development, interpretation, coordination, and administration of the school board's policies on finance, accounting, insurance, financial/accounting systems and auditing to provide for maximum educational services. Maintains budget and internal accounting controls and ensure financial compliance with State and Federal requirements.

PERFORMANCE RESPONSIBILITIES:

Assists the Superintendent in planning, organizing, directing and controlling the daily financial activities of the District, and makes recommendations to protect, maintain, and/or improve procedures and processes where possible.

Prepares financial records, reports, ledgers and budgets; provides variance analyses for external audits, etc. Completes special projects and resolves questioned costs, ensuring compliance with Generally Accepted Accounting Principles (GAAP). Oversees internal audit procedures and controls.

Maintains appropriate records of District financial transactions. Schedules and coordinates the annual independent audit of the school District and individual school accounts.

Demonstrates the ability to coordinate and accurately prepare the District's annual budget and presents such to the Superintendent. Effectively manages the development and preparation of monthly and annual financial reports and in turn provides timely reports to the Board of Trustees.

Supervises and/or prepares the accurate transmission of required financial reports to appropriate state and federal agencies. Posts and reconciles all county taxes and appropriations.

Designates account numbers for accounts payable processing.

Serves as supervisor to clerical district office staff.



Receives and reviews various records and documents such as budget information, accounting records, business documents, charts, graphs, etc.

Operates general office equipment such as a copier, computer, and calculator.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Payroll/Benefits Specialist

QUALIFICATIONS: 1. Associate's Degree or equivalent work-related experience
2. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Finance Supervisor

SUMMARY: Under general direction processes and distributes employee payroll information, W-2 forms and monthly/quarterly reports. Administers insure and retirement programs for the district. Coordinates enrollment, communicates insurance plans, responds to employee inquiries, processes claims, prepares reports and performs related administrative tasks.

PERFORMANCE RESPONSIBILITIES:

Produces monthly payrolls (and mini payrolls, as needed) which involves such duties as calculating salaries, printing pre-lists, balancing payrolls, and setting up payroll runs with all appropriate reports. Facilitates direct deposit notifications and prints checks (as necessary). Balances and posts payroll information, calculates taxes for each payroll and notifies the accounting department.

Prepares, reviews, and processes various records and reports including monthly and quarterly retirement reports, Form 711 (S.C. Retirement System), tax reports, etc.

Enters new employee data into computer. Obtains required forms as needed for payroll processing; makes labor history changes. Balances, prints and distributes W-2 forms and files reports in a timely manner.

Balances, produces and files all appropriate monthly and quarterly tax and other mandatory reports. Runs accrual (July and August) payrolls in conjunction with accounting.

Interacts and communicates with various individuals and groups in the performance of duties such as District employees, the Internal Revenue Service, computer software companies, members of S.C. Payroll Association, State Department of Education personnel, and outside accounting firms.

Responds to phone calls and correspondence. Assists in communications between the personnel department, schools and employees.

Coordinates insurance and retirement programs of the District. Accurately explains benefits plans, costs, and procedures to employees in individual and group discussions.

Determines eligibility for insurance programs and processes all initial enrollment forms of new employees. Advises, assists, and approves insurance changes. Assists all employees



with enrollment and termination of benefits and ensures that payroll deductions are correctly submitted and manually processed on payroll system. Calculates amount of premiums, refunds overpayments due to changes in, or the termination of, insurance coverage. Reconciles all bills relating to employee benefits.

Enrolls eligible employees in the South Carolina Retirement System. Demonstrates the ability to counsel and assist employees with the South Carolina Retirement System claims process including Disability and Service Retirement. Counsels prospective retirees and Medicare eligible employees.

Processes all correspondence received from the State Budget and Control Board. Follows up with employees, in a timely manner, to correct any rejected Notice of Election Forms from the Employee Insurance Program, South Carolina Retirement System, etc.

Notifies all employees and dependents, in a timely manner, of their COBRA rights and obligations following the guidelines set forth in the COBRA Act of 1985.

Keeps up to date files on all employees to include changes in family status and change of address.

Administers workers' compensation benefits for all employees in an accurate and timely manner, counseling employees when appropriate. Demonstrates the ability to monitor workers' compensation claims and unemployment claims and develops procedures to reduce liability. Exhibits the ability to coordinate with providers and administration to validate or contest claims for workers' compensation or unemployment benefits, and reviews these claims for accuracy.

Contacts employees and receives insurance payments from individuals on Family and Medical (FMLA) or other forms of approved leave. Generates all correspondence to leave participants and distributes copies internally.

Reconciles Accounts Payable and Payroll bank statements and other financial transactions on a monthly basis and in a timely manner.

Submits a Professional Certified Staff Listing to the State Department of Education as required.

Operates office equipment such as a computer, printer, calculator, typewriter, copier, fax machine, and telephone in the performance of duties.

Interacts and communicates with various individuals and groups in the performance of duties such as supervisors, district employees, spouses, relatives, and survivors, insurance companies, and medical personnel.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.



Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Accounts Payable/Receivable Specialist

QUALIFICATIONS: 1. Associate's Degree or equivalent work-related experience
2. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Finance Supervisor

SUMMARY: Under general direction assists the Finance Supervisor in administering the financial affairs of the District to ensure prompt and efficient operation, which includes accurate recordkeeping and documentation.

PERFORMANCE RESPONSIBILITIES:

Conducts a wide variety of clerical and accounting administrative duties including, but not limited to, maintaining financial records, generating financial and accounting reports, preparing special documents, keying data, maintaining and coordinating budget related transactions, etc.

Reconciles financial records and prepares status reports.

Assists with various accounting tasks including budgeting, audit tasks, reports preparation, research, etc.

Performs clerical duties associated with office activities, such as typing, preparing copies, screening incoming calls and mail, etc.

Accurately prepares and maintains all financial transactions for payment to include matching receiving reports to invoices on a daily basis.

Properly codes accurate invoice and payment amounts to the accounts for general fund, federal funds, EIA funds, and building funds.

Verifies and maintains an up-to-date master vendor list and assigns vendor numbers appropriately.

Demonstrates the ability to process accurately all travel vouchers and purchased services in a timely manner.

Reconciles all utility bills for each location with accuracy and punctuality.

Accurately prepares and maintains all expenditure claims in accordance with Board of Education policies and government regulations.



Reviews and prepares accurate 1099s and distributes them appropriately.

Demonstrates the ability to respond appropriately to all requests from employees and outside vendors or agencies.

Furnishes correct information to external auditors for end-of-the-year audit.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Maintenance Supervisor

QUALIFICATIONS:

1. Associate's Degree or equivalent work-related experience
2. Minimum 5 years work experience in relate field
3. Minimum 3 years supervisory experience in a maintenance related field
4. Computer experience
5. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under limited direction supervises and provides leadership for all employees of the district maintenance department.

PERFORMANCE RESPONSIBILITIES:

Directs department operations to provide services within established time frames and in compliance with relevant codes and requirements.

Collaborates with internal and external personnel to implement and maintain services.

Visits sites to inspect facilities, meet with building administrators, and evaluate maintenance needs; develops short and long term plans to manage site needs.

Purchases equipment and supplies and monitors expenditures to operate in a cost-effective manner in compliance with procurement codes.

Assists administration in budgeting, facilities master planning, and replacement schedules; serves on district committees as requested.

Works with construction project managers and architects on major capital construction and renovation projects.

Serves as district liaison with outside contractors and consultants for quoting and completion of specified jobs.

Develops strategies that address security, safety, energy conservation, and preventative maintenance.

Assigns and evaluates work and projects to ensure that jobs are completed efficiently within specifications and that inspection reports and payments are correct.

Maintains energy saving devices on District equipment.



Responds to emergency situations after hours to resolve immediate concerns.

Maintains the Asbestos Management Program, which includes custodial and maintenance training, inspections, public notifications, recordkeeping, and SCDHEC and EPA notifications.

Conducts safety training for all custodial and maintenance staff as required by OSHA; conducts periodic safety inspections of buildings, playground equipment and fire extinguishers; assists each agency in complying with all OSHA, EPA and DHEC regulations.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 245 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Maintenance Technician

QUALIFICATIONS: 1. High School Diploma
2. Demonstrated aptitude or competence for assigned responsibilities

REPORTS TO: Maintenance Supervisor

SUMMARY: Under general direction maintains the physical school environments.

PERFORMANCE RESPONSIBILITIES:

Maintains all safety and code requirements of the State, local and Board of Education guidelines.

Performs maintenance duties such as painting, carpentry, plumbing, welding, grounds maintenance and mowing.

Responds to maintenance requests for carpentry and cabinet making work; skillfully performs a variety of general maintenance, repair, overhaul and construction duties in school buildings. Installs and repairs doors and door hardware; manufactures, repairs and/or installs cabinets, shelves, racks, partitions, steps, and related fixtures. Demonstrates the ability to construct and maintain building woodwork such as bins, counters, benches, shelves, cabinets, stairs and doors.

Is effective in the repair of articles of furniture such as cabinets, chairs, storage fixtures and office equipment and repairs loose or broken joints. Is competent in repairing or replacing windows, doors, ceiling and floor tiles, and various wall coverings. Is capable of working from blueprints and drawings in constructing and repairing woodwork. Interprets and applies plans, blueprints, work orders, specifications and sketches.

Conducts general plumbing maintenance which involves such duties as replacing faucets and plumbing fixtures, repairing water valves and flushing components, etc.

Performs sewer and water repairs such as unstopping commodes, etc.

Operates various equipment.

Is proficient in periodic preventive maintenance inspections.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.



Performs other related duties as required.

TERMS OF EMPLOYMENT: 240 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Food Service Supervisor

QUALIFICATIONS:

1. Bachelor Degree in Nutrition, Home Economics, or related experience
2. Minimum of 5 years experience in food service
3. Such alternatives to these qualifications, as the board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under limited direction plans, organizes, directs and controls the District's food services program ensuring that the operation is managed with a sound nutritional, education and financial basis. Coordinates and administers the functions of food production, service, purchasing and quality control. Directs all food service activities in accordance with District policies, and federal and state guidelines.

PERFORMANCE RESPONSIBILITIES:

Effectively plans and directs the food preparation activities at all District locations ensuring appeal, nutrition, efficiency and sanitation. Maintains established District policies and procedures, federal laws, and state board regulations to ensure proper compliance.

Ensures that cafeteria managers plan, schedule, assign and supervise the work of cafeteria employees to provide for the proper and timely completion of cafeteria activities. Ensures that cafeteria managers plan and direct the preparation and serving of food in accordance with established meal standards. Maintains control of food production, evaluates the quality of the school food service program, and makes appropriate suggestions for improvement.

Supervises cafeteria managers in planning and supervising kitchen cleaning schedules. Inspects District cafeterias, food service equipment and utensils for cleanliness and sanitation.

Effectively trains, orients, and assigns all food services staff. Provides for the selection of new cafeteria employees and substitutes. Develops or prepares food services education/training programs and sets standards to ensure proper use and maintenance of all food services equipment. Evaluates performance and makes recommendations for personnel actions.

Directs and supervises all food service record keeping activities. Ensures the maintenance of each cafeteria's required records such as daily meal plans, daily and monthly production reports, daily temperature logs, daily and monthly participant counts, daily and monthly



inventories, invoices, incident reports, etc. Prepares all mandated reports in compliance with state and federal regulations.

Effectively implements a budget and a financial management system that meets local, state, and federal requirements. Ensures that Cafeteria Managers responsibly handle and safeguard bank deposits and monies received. Cooperates with the Finance Department in maintaining accurate accounting in purchases and payroll.

Manages all food services procurement activities. Supervises Cafeteria Managers in planning and estimating quantities of food supplies needed; supervises Cafeteria Managers in placing orders for all food and supply items as required.

Is effective in researching new development methods and equipment for application to the food services operation and assists in the planning of new food service facilities as required.

Coordinates the planning and preparation of any special functions required for District-sponsored events.

Demonstrates the ability to keep patrons informed of the menus and services provided by the Child Nutrition Department. Establishes and maintains good relations between cafeteria staff and students, District employees, and the general public.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 210 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: District Psychologist

QUALIFICATIONS:

1. Master's Degree
2. Valid South Carolina certification as a School Psychologist II or III or related special education certification
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Student Services

SUMMARY: Under general direction provides high-quality comprehensive, effective school psychological services in an accountable, ethical manner.

PERFORMANCE RESPONSIBILITIES:

Provides appropriate and timely mental health crisis intervention services.

Conducts comprehensive psycho-educational evaluations for all initial referrals and reevaluations in accordance with federal, state and District guidelines and with best practices.

Completes due process forms to document evaluation and placement decisions (reports, placement forms, parent letters, etc.).

Serves as consultant to special education programs. These services include: training of special education teachers and aides; counseling, consultation and training for parents

Provides consultation with administrators, regular classroom teachers, special education teachers, guidance counselors, vocational rehabilitation counselors, etc. concerned about children exhibiting particular learning and/or behavior problems.

Provides consultation on functional behavior assessments and behavior intervention plans for students exhibiting behavior problems.

Conducts evaluations and plans accommodation for students suspected of having disabilities as defined in Section 504 of the Vocational Rehabilitation Act.

Participates in IEP meetings.

Assists in monitoring records to ensure compliance with federal and state regulations.

Conducts evaluations of students referred for disciplinary issues and hearings.

Coordinates with community agencies and private service providers.



Assists in planning and implementing in-service training for teachers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 210 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Transportation Coordinator

QUALIFICATIONS:

1. CDL Driver's License
2. Minimum 5 years experience in transportation/operations management
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: County Bus Supervisor
Superintendent

SUMMARY: Under limited direction plans and directs the District's transportation department. Administers the transportation budget, supervises and trains personnel, maintains safety standards, handles complaints and special requests.

PERFORMANCE RESPONSIBILITIES:

Develops and administers a transportation program to meet all requirements of the daily instructional program, summer school program and extra-curricular activities within the district and to conform to all state laws and regulations regarding pupil transportation for regular and special needs students.

Performs personnel administrative functions for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/programs outcomes are achieved.

Supervises, recruits, trains and evaluates all transportation personnel and makes recommendations for their employment, transfer, promotion, and release.

Maintains all district owned pupil transportation vehicles and equipment and develops plans for preventive maintenance, use, and replacement of such vehicles and equipment.

Prepares and administers the transportation budget in accordance with district policies and procedures.

Monitors the preparation of the transportation staff payroll.

Maintains safety standards in conformance with state and insurance regulations and develops a safety program for drivers.

Directs the development of bus routes on an annual and as needed basis. Inspects routes and bus stops for appropriateness and safety as needed.



Attends all appropriate committee and staff meetings.

Directs managed drug testing program.

Coordinates school bus safety drills and inservices.

Meets with parents and handles complaints and special requests pertaining to transportation services and takes an active role in solving bus discipline problems.

Investigates transportation accidents and submits accident reports and all other reports required by state authorities.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 190 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: District Safety Coordinator

QUALIFICATIONS:

1. Bachelor's Degree
2. Appropriate professional certification
3. Minimum of 5 years' experience in school safety and security
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUMMARY: Under general direction maintains the physical school environment.

PERFORMANCE RESPONSIBILITIES:

Develops, implements, and coordinates a comprehensive health and safety program that will reduce and prevent accidents, limit school district liability and comply with all federal, state and local safety and environmental regulations.

Provides leadership and coordination in the development, implementation and supervision of District programs pertaining to the promotion of staff and student safety.

Plans and implements policies, procedures, training programs, drills, assessments, community partnerships and parent involvement.

Establishes and monitors progress toward program goals and objectives.

Coordinates School Resource Officers, facilities security, access control, security cameras and communication systems.

Administers emergency preparedness, Emergency Operations Center coordination, disaster recovery and reporting operations.

Serves as District liaison to the School Resource Officer Program; coordinates program operations with individual schools as needed.

Prepares and updates the District's Emergency Management Protocol; ensures staff and students are trained to mitigate, prevent and recover from disasters; collaborates with outside agencies to ensure proper response in emergency situations; responds to and assists in emergency situations District-wide as appropriate.

Serves as a resource to teachers, administrators, principals and other staff; facilitates group meetings to discuss program coordination; coordinates and facilitates professional development and/or training opportunities for staff.



Establishes and maintains community partners to provide information, resources and services to students and/or staff.

Researches, compiles data for and prepares various statistical, administrative and professional reports as required by the District and/or other agencies for report preparation and/or decision-making purposes.

Attends meetings, training, seminars and conferences as appropriate to enhance job knowledge and skills.

Gathers information and data or news releases and special publications relating to school/district activities and community health/safety concerns as directed by the Superintendent.

Coordinates emergency response programs between the school and the general community.

Verifies evacuation procedures and ensures that timely drills occur.

Collaborates with administration on policy and procedure development.

Serves as a member of the district safety committee and makes recommendations as needed for safe and orderly schools.

Distributes copies of school safety and emergency response to all school service emergency providers annually.

Develops and revises blueprints and diagrams for emergency response providers, including chemical storage sites, electric and water line locations and shutoffs, gas line locations and shutoffs, door evacuation locations and numbering, first aid and fire suppression equipment locations, and locations of any other safety related equipment used in the facility. Distribute to emergency service providers annually blueprints or diagrams with related information.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 220 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

TITLE: Student Support Coordinator/GCDF

QUALIFICATIONS:

1. Master's Degree
2. Experience as district level leader preferred
3. Global Career Development Facilitator endorsement

REPORTS TO: Superintendent

SUMMARY: Under general implements State and District testing programs, Directs the District's data collection and analysis system by facilitating and supporting the maximum use of data in continuous improvement efforts of district and school teams, designs and implements a planned program for career guidance, ensures the ELL instructional program is effect and meets Federal and State requirements.

PERFORMANCE RESPONSIBILITIES:

Works with schools to coordinate district-wide testing programs (State and District required), including, but not limited to state testing, college entrance testing, and advanced placement testing.

Collects and reports pertinent data as needed. Submits all required reports on the testing program.

Assists in the collection and reporting of data related to federal and state and district accountability targets.

Trains employees at district sites in test administration as needed including ability to access computer testing information and relevant reporting.

Provides training to School Test Coordinators to assure smooth and accurate processing and flow of testing materials distribution.

Maintains data and generates related reports for state and federal accountability purposes.

Works with schools to ensure proper identification and integrity of data of special populations for the purpose of test pre-identification and reporting (ELL, economically disadvantaged, GATE, Title I, foster youth, special education, etc.)

Provides site and district staff with current and historical federal, state and local accountability data.

Maintains the integrity of the testing process.



Receives, inventories, and distributes materials to site staff and returns materials to appropriate agencies.

Coordinates and provides support for inputting all testing information into Enrich and PowerSchool.

Assists district and school teams with research design, data collection, and data analysis during action research efforts.

Analyzes district and school data such as test scores, attendance records, discipline record, dropout records, and survey results to produce annual district and school profiles.

Assists in the development of district and school accountability goals and benchmarks and reports the results.

Assists schools and district in compiling, reviewing, and analyzing data required by the Education Accountability Act.

Trains school and district personnel in the retrieval of data from the central student database and databases linked to it.

Provides training to district and school teams in the use of data for continuous improvement.

Designs, conducts, and reports results of surveys as required.

Works with principals in the development, implementation, and evaluation of the school based strategic planning.

Works with District staff in the development, implementation, and evaluation of the District Strategic Plan.

Provides leadership in the development of various types of assessment for all areas of the curriculum.

Supports students in the exploration of career clusters.

Works with school guidance counselor(s) in identifying and accessing career information and resource material.

Provides educators, parents, and students with information on the career clusters.

Assists the school in planning and developing parent information regarding career development.

Works with school counsel(s) and administrator(s) to coordinate career events, career classes and career programming.



Supports students in the use of computer-assisted career guidance systems.

Recommends, implements, and maintains program policies, procedures, schedules, and budgets for ELL program.

Ascertains that ELL program goals and requirements of the program are met.

Supervises Home Language Survey completion.

Supervises English proficiency testing, including ordering of materials, dissemination, develop, and maintenance of test records.

Coordinates ELL services with other departments.

Plans staff development activities related to ELL.

Regularly meets with ELL program staff and school administrators.

Oversees the preparation and dissemination of program communications such as brochures, newsletters, and flyers.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 210 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.



TITLE: Learning Academy Director

QUALIFICATIONS:

1. Bachelor's Degree
2. South Carolina Teacher's Certification
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal
Superintendent

SUMMARY: Under general direction creates a safe, supportive climate, effectively manages technical and staff matters to promote instructional progress.

PERFORMANCE RESPONSIBILITIES:

Effectively manages a variety of special education and general education programs.

Understands South Carolina and Federal education laws and be able to effectively communicate related accountability systems.

Understands and communicates South Carolina's academic standards and implement standards based curriculum.

Identifies students that have special needs and understands student referral systems.

Understands and supports the District's obligation under IDEA and Section 504 in serving students with disabilities.

Develops and maintains appropriate and effective teaching methods.

Analyzes and understands data and effectively uses it to inform necessary actions.

Collaborates with administrative leadership team.

Administers discipline in a fair and firm manner.

Communicates attendance policies to students and parents.

Assists the guidance counselors in working with at risk students.

Acts as student advocate in matters involving students in the program.

Coordinates school guidance services with the students in the program.



Works with students and parents to prevent students from dropping out of school.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of the Ware Shoals School District 51 at all times.

Performs other related duties as required.

TERMS OF EMPLOYMENT: 190 days/WSSD51 salary scale

EVALUATION: Annual evaluation in accordance with provisions of the Board's policy or Superintendent's approved plan.

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.