

# CHRISTIAN COUNTY PUBLIC

POST OFFICE BOX 609

200 GLASS AVENUE

HOPKINSVILLE, KY. 42241



# SCHOOLS

PHONE (270) 887-7000

## MEMORANDUM

**TO: Christian County Board of Education Board Members**

**FROM: Laura Morris, Chief Administrative Officer**

**DATE: May 13, 2020**

**RE: Updated Job Descriptions**

**Please review the attached proposed updated job descriptions. The Christian County Board of Education is requested to approve the updated job descriptions:**

### **Job Title Changes:**

#### **Former Job Title**

- Director of Strategic Planning Federal Programs and Grant Development
- Instructional Supervisor/District Assessment Coordinator
- Facilities Coordinator

#### **Updated Job Title**

Director of Federal Programs  
District Assessment Coordinator  
Facilities Director

### **Contract Number of Employment Days:**

<b>Job Title</b>	<b>Former Number of Days</b>	<b>Updated Number of Contract Days</b>
➤ Director of Instruction	220	238
➤ District Health Director	176	185



**TITLE:** **DIRECTOR OF FACILITIES** (Classified)

**CLASSIFICATION:** **Maintenance Scheduling Specialist**

**QUALIFICATIONS:**

- Any combination equivalent to: high school diploma, G.E.D. certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
- Appropriate industry certification or experience.
- Four years experience in the maintenance field.
- Must meet the requirements for a criminal record check as specified by Kentucky state law.
- Must meet health requirements as specified in district personnel policy.

**BASIC FUNCTION:**

Provide for the orderly flow of District work requests including the generation, routing, and follow through until work requests are completed.

**REPORTS TO:** **Chief Operations Officer**

**REPRESENTATIVE DUTIES:**

- Establish and manage central control of system-wide work requests for the Maintenance and Operations department.
- Assign priorities and schedules work orders for Maintenance and Operations units.
- Establish guidelines for reporting on work order completion, quality and costing.
- Establish guidelines for measuring quality of work accomplished by Maintenance and Operations units.
- Provide information from previous work orders to help establish cost for operating projections and budgeting purposes.
- Prepare reports and other input to help provide coordination between units of the Maintenance and Operations departments.
- Perform related duties as assigned.

**CRITICAL SKILLS/EXPERTISE REQUIRED:**

**KNOWLEDGE OF:**

- Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
- Building construction practices and laws governing the construction and repair of public buildings.
- Appropriate safety precautions and procedures.
- Health and safety regulations.
- Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Record-keeping techniques.
- Methods of scheduling and monitoring maintenance work order systems.

**ESSENTIAL JOB FUNCTIONS:**

**ABILITY TO:**

- Maintain regular and predictable attendance.
- Provide for the orderly flow of work requests through a work order system.
- Establish guidelines for measuring quality of work for a variety of maintenance trades.
- Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
- Plan, organize, schedule, assign and review maintenance work.
- Prioritize and schedule work.
- Read, interpret and work from construction drawings and blueprints.
- Estimate materials and labor costs.
- Plan, lay out, direct and control a maintenance work program involving diversified activities.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.

- Perform heavy physical labor.
- Observe legal and defensive driving practices.

**TERMS OF EMPLOYMENT:**

- o Work year is comprised of 238 days employment with 10 paid holidays as designated by current school calendar and board policy.
- o Salary commensurate with adopted Classified Administrative/Salaried Schedule.
- o Sick leave, emergency leave, and personal leave as stated in board policy.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of classified personnel.

# **PHYSICAL DEMANDS: ■**

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (Check Frequency)				
<input type="checkbox"/> Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Signature

Date

Print Name

Last 4 Digits SS#



**TITLE:** DIRECTOR OF COMMUNICATIONS

**CLASSIFICATION:** PUBLIC INFORMATION OFFICER

**QUALIFICATIONS:**

1. Bachelor's Degree in Public Relations, Communications or related field
2. Two years professional experience in a public relations program or department in an educational setting
3. Knowledge of legal mandates, policies, regulations, and guidelines pertaining to the distribution of news and public information
4. Knowledge of methods, techniques, and procedures pertaining to the preparation of news releases, news copy, promotional brochures, and other informational materials
5. Demonstrated ability to use personal computers and various word processing and spreadsheet software applications
6. Demonstrate effective planning, organizational and communication skills
7. Possess effective interpersonal skills

**BASIC FUNCTION:**

Under general direction, to plan, organize, develop, and disseminate information and publicity pertaining to the various District events, functions, and activities; to establish and maintain cooperative relationships with news media groups; to assist in the design, layout, and editing of news releases, publications, and promotional materials; and to do other related work as directed

**REPORTS TO:** Superintendent

**SUPERVISES:** Not applicable

**REPRESENTATIVE DUTIES:**

- Direct Comprehensive public information office effort
- Direct community Public Relations program
- Assist the superintendent with Public Relations/Media issues
- Help coordinate technology initiatives related to communications
- Plan, monitor, and evaluate the public relations program
- Package school district goals and objectives for distribution to internal and external publications
- Serve on the superintendent's cabinet as public relations administrator
- Coordinate information dissemination for school programs
- Prepare internal and external communications materials
- Conduct training in public relations and media interviews for administrators and teaching staff
- Coordinate relations with news media including responding to requests from reporters as well as issuing news releases; serve as district spokesperson
- Coordinate district wide publications from concept to completion
- Serve as communications liaison between print and electronic media and the superintendent/staff members
- Be well informed about school programs and activities as a basis for communication needs
- Develop communications plans for curriculum adoptions, etc.
- Perform other functions as directed by the superintendent

Board Approval: 1/19/2006

Amended: 3/10/2014

Amended: 4/21/2016

**CRITICAL SKILLS/EXPERTISE REQUIRED:**

**KNOWLEDGE OF:**

- Principles and techniques of preparing, producing and disseminating public information.
- Principles and techniques of establishing and maintaining positive public and community relations.
- Methods and techniques of preparing and printing informational publications.
- Channels of news distribution.
- Basic communication law and broadcast regulations.
- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies, and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Technical aspects of field of specialty.

**ESSENTIAL JOB FUNCTIONS:**

**ABILITY TO:**

- Maintain regular and predictable attendance.
- Develop and coordinate, direct and implement public policies and administrative procedures.
- Communicate and coordinate activities with District media personnel.
- Advertise and publicize the diverse programs, services, events, and activities of the District.
- Plan, organize and implement effective public information, relations and marketing program for the District.
- Communicate effectively with the media and cable television representatives.
- Write and edit clear, concise, accurate and effective informational materials for public distribution.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Use effective public speaking skills.

**TERMS OF EMPLOYMENT:**

- Work year is comprised of 205 days employment with 10 paid holidays as designated by current school calendar and board policy
- Salary as established by Board of Education
- Sick leave, emergency leave, and personal leave as stated in board policy

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel



http://www.hardin.k12.ky.us/Downloads/7102-Public%20Information%20Officer.pdf

File Edit Go to Favorites Help

MUNIS Application Launch... Add a Job Posting BC152 Login KEPS TalentEd Recruiting & ...

Page Safety Tools

**PHYSICAL DEMANDS: ■**

	Seldom/Rare	Occasional (Up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (Check Frequency)				
<input type="checkbox"/> Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public relations, communications or related field and two years professional experience in a public relations program or department in an educational setting.

*The statements herein are intended to describe the general nature and level of work.*

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Last 4 Digits SS#

Board Approval: 1/19/2006  
Amended: 3/10/2014  
Amended: 4/21/2016



**POSITION:** **DIRECTOR OF FEDERAL PROGRAMS**

**POSITION SUMMARY:** To provide leadership and assistance in the development, implementation, and coordination of the local school program.

**QUALIFICATIONS:** Master's Degree or equivalent; Supervisor of Instruction certification; three to five years upper level management or district level administrative experience; or equivalent combination of education and experience.

**REPORTS TO:** Superintendent or Superintendent Designee

**PERFORMANCE RESPONSIBILITIES:**

- Provide leadership and assistance in the development, implementation, evaluation and coordination of:
  - Title I Part A
  - Title I Part D (In coordination with other District administrators)
  - Title III
  - Title IV
  - Title V
  - School Improvement Grant(s)
- Coordinate with appropriate District administrators on planning and oversight of Federal Programs, as appropriate.
- Provide coordination for the impact of staffing on the District's overall operations.
- Assume the responsibility for program budget development and supervise a program of budget control. Ensure that budgets remain updated and accurate throughout the fiscal year.
- Supervise and monitor strategic planning procedures (Comprehensive District Improvement Plan) at the direction of the Superintendent.
- Work professionally with other supervisors and administrators throughout the district.
- Complete State and Federal Grant applications.
- Attend training as required by this position.
- Perform related duties as assigned.

**TERMS OF EMPLOYMENT:**

238-day employee with 1.23 administrative index, salary determined by the adopted teacher's and administrative salary schedules of the Christian County Board of Education.

**EVALUATION:**

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

Board Approval:

**POSITION:**

**DIRECTOR OF INSTRUCTION**

**POSITION SUMMARY:**

To provide leadership, coordination, and support to the Instructional Services Division to assure the highest quality education to students in Christian County Public Schools.

**QUALIFICATIONS:**

1. Kentucky Department of Education administrative certification for principal or instructional supervisor
2. 5 years combined experience in administrative/leadership

**REPORTS TO:**

positions Chief Instructional Officer

**PERFORMANCE RESPONSIBILITIES:**

Direct and coordinate the planning, implementation, and evaluation of assigned instructional programs district-wide. Provide district level instructional leadership by:

- a) Assisting principals and teachers in planning and administering the instructional program in assigned curriculum areas
  - b) Supporting principals and other school leadership in the use of data to determine the effectiveness of programs and practices
  - c) Serving as an instructional leader for standards implementation in cooperation with the Chief Instructional Officer
  - d) Mentoring principals as assigned to build instructional leadership efficacy
  - e) Collaborating with the Chief Instructional Officer and other staff members to provide K-12 articulation for all content areas and projects
  - f) Collaborating with district staff as requested to improve student readiness for key articulation points
  - g) Assisting the Chief Instructional Officer in coordinating the work of Instructional and Behavior Coaches
  - h) Working collaboratively with district staff to support schools in the development, implementation, monitoring, and evaluation of Intervention Services, instructional practices and instructional materials/programs
  - i) Coordinating district-wide events as directed by the Chief Instructional Officer
  - j) Co-leading the development, implementation and evaluation of professional learning structures and events
- Provide Support to Instructional Services Division by:
- a) Promoting the Division's vision of a service-oriented organization to all stakeholders of Christian County Public Schools
  - b) Providing assistance as requested for categorical, special programs, and grants
  - c) Providing leadership in short-term and long range planning

- d) Staying abreast and educating the Instructional Services Division in current research and current trends in educational pedagogy and instructional practice
- e) Assisting in the development of policies and procedures as requested
- f) Preparing all required reports and maintaining all required records
- g) Performing or assisting in evaluations of assigned staff members
- h) Performing other duties as assigned by the Superintendent/Superintendent Designee or Chief Instructional Officer

**TERMS OF EMPLOYMENT:**

238-day employee with salary and benefits as established by the adopted certified salary schedule of the Christian County Board of Education

**EVALUATION:**

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

**POSITION:** **DISTRICT ASSESSMENT COORDINATOR**

**POSITION SUMMARY:** To coordinate and facilitate the implementation of the Kentucky Student Assessment Program, School Accountability Program, and all other district-wide assessment programs other than those assigned to other divisions; to provide leadership and assistance in the development, implementation, and coordination of the local school instructional program.

**QUALIFICATIONS:** Kentucky Certification for Supervisor of Instruction; three to five years management experience or equivalent combination of education and experience; thorough knowledge and understanding of the Kentucky Student Assessment Program and accountability program; strong knowledge in statistical analysis, interpretation of data, and implications based on findings; excellent computer skills with proficiency demonstrated in Excel; experience and other qualifications as the superintendent may find appropriate and acceptable.

**REPORTS TO:** Chief Instructional Officer

**PERFORMANCE RESPONSIBILITIES:**

- ❖ Stays cognizant of the trends in education and the ability to interpret their implications for the local school system.
- ❖ Assists, motivates and trains teachers to organize classrooms for effective instructional delivery.
- ❖ Assists the Chief Instructional Officer with: developing and implementing the curriculum of the school system. Leading the book adoption process, planning and conducting training sessions, and acting as liaison between the District's instructional unit and the schools.
- ❖ Serves as the primary contact between the local school district and the entire *Unbridled Learning* Kentucky Student Assessment Program and Accountability Program (K-PREP, End of Course, EPAS, non-cognitive data, etc.).
- ❖ Coordinates and facilitates the implementation of all assessment activities throughout the district (Measures of Academic Progress, National Assessment of Educational Progress, etc.) other than those assigned to other departments.
- ❖ Serves as a liaison to staff coordinating Alternate Assessment, EL ACCESS testing, and other
- ❖ Maintains test security and promote professional integrity through a systemic process of training to Building Assessment Coordinators and others involved in the administration of assessments.
- ❖ Provides ongoing support to Building Assessment Coordinators in all phases of testing and accountability verification.
- ❖ Trouble-shoots assessment and accountability implementation problems, and advises and work with principals and instructional supervisory staff accordingly.

- ❖ Serves as the liaison with the Kentucky Department of Education's Offices of Assessment and Accountability and Legal Services in all matters related to testing and violations of the testing protocol.
- ❖ Coordinates and facilitates the distribution and return of all assessment materials.
- ❖ Coordinates/provides staff development for principals, teachers, Central Office instructional staff and instructional aides in order to facilitate an understanding of:
  - The Kentucky Student Assessment and Accountability Program
  - The use of assessment results to improve instructional design, delivery and student outcomes.
- ❖ Works in coordination with District Infinite Campus staff and building level personnel to ensure the accurate collection of nonacademic data (attendance rates, dropout rates, retention rates, successful transition to adult life, etc.).
- ❖ Monitors and certify the gathering and reporting of all data used in both cognitive and non-cognitive indicators included in accountability measures (attendance rates, dropout rates, retention rates, successful transition to adult life, etc.).
- ❖ Interprets assessment results for appropriate school personnel, parents, the Board of Education and the community. Prepare summative written reports as appropriate.
- ❖ Attends Kentucky Department of Education sponsored assessment and accountability meetings.
- ❖ Assists in the identification and training of Building Assessment Coordinators and MAP Coordinators.
- ❖ Serves as the District MAP Coordinator and work with assigned technology staff as they complete rostering and other technology-related functions.
- ❖ Ensures that MAP data is accurate through monitoring and completion of Data Repair Requests as needed.
- ❖ Provides ongoing training and communication to MAP Team members to ensure the program is being used with maximum impact.
- ❖ Performs additional duties/tasks and assume additional responsibilities as needed or assigned.

**TERMS OF  
EMPLOYMENT:**

228-day employee with salary determined by the adopted teacher's and administrative salary schedules of the Christian County Board of Education.

**EVALUATION:**

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

Board Approval:



**TITLE:** District Health Director

**CLASSIFICATION:** Health Services Coordinator

**QUALIFICATIONS:**

Any combination equivalent to graduation from an accredited Registered Nurse program and experience in maternal child nursing.

Kentucky Registered Nurse.

Must meet the requirements for a criminal record check as specified by Kentucky state law.

Must meet health requirements as specified in district personnel policy.

**BASIC FUNCTION:** Plans, coordinate, implement and modify a comprehensive health services program for the District; train in proper screening techniques; communicate with others regarding a variety of health-related activities or concerns.

**REPORTS TO:** Director of Pupil Personnel

**REPRESENTATIVE DUTIES:**

- Evaluate services in the school health program to plan for more comprehensive services for the child, family and schools as necessary; assist in the formulation of the school health program.
- Develop methods to evaluate the contribution of nursing in school health areas on a continuous basis related to nursing and health needs; coordinate with other professionals and citizens groups in researching, planning, and implementing the school health program.
- Coordinate nursing activities of the Health Services Department with other
  - services in the school district; communicate with the Health Services Department, school system and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
- Participate as a team-member for in-service education in schools, Pupil
  - Personnel Services and the Health Department; organize and assist in the health education of parents, teachers and administrative groups.
- Maintain current standards of nursing in special program areas and provide services according to agency policies and programs.
- Maintain and implement the requirements for physical examinations required by law; coordinate activities with Pupil Personnel as needed.
- Complete OSHA reports; assure completion of annual reports for the State Department of Education regarding health services; maintain record-keeping systems.
- Coordinate workers' compensation program.
- Promote the appropriate use of screening techniques in vision, hearing, dental
  - and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
- Participate in teacher-nurse/teacher-nurse-parent conferences regarding
  - problems of individual pupils or the classroom as a whole; provide individual counseling according to established guidelines.
- Encourage families to provide for periodic health examinations of their children by
  - utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family; consult with parents regarding the health of their children; notify parents and pupils for needed immunization and tests as required.
- Observe, evaluate and report to physicians, with parental approval, the pupil's
  - health status and any reaction at school to drugs or treatments prescribed by the physician; interpret to the physician those factor or environment that might effect the child's condition.

- Provide consultation to teachers and school authorities on appropriate use or
  - records of each child's health need and interpret these needs to teachers, parents and others.
- Act as a resource person to school personnel, pupils and Parent/Teacher
  - organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.
- Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.
- Supervise the reporting of any known or suspected communicable disease cases to the local health department.
- Perform related duties as assigned.
- Healthy at work officer.

#### **CRITICAL SKILLS/EXPERTISE REQUIRED:**

##### **KNOWLEDGE OF:**

- Policies, objectives, rules and regulations related to the health services program.
- Vision, hearing, dental and other screening techniques.
- Promotion and public speaking techniques.
- Conference and counseling techniques.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Communicable diseases.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **ABILITY TO:**

- Maintain regular and predictable attendance.
- Plan, coordinate, implement and modify a comprehensive health services program for the District.
- Train others in proper screening techniques.
- Communicate with others regarding a variety of health-related activities or concerns.
- Coordinate a variety of health-related activities.
- Provide consultation to parents, students, teachers and school authorities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compile and verify data and prepare reports.
- Learn District organization, operations, policies and objectives. Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.

#### **TERMS OF EMPLOYMENT:**

Work year is comprised of 185 days employment with 4 paid holidays as designated by current school calendar and board policy.

Salary commensurate with adopted classified administrative/salaried schedule.

Sick leave, emergency leave, and personal leave as stated in board policy.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of classified personnel.

**The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Print Name \_\_\_\_\_

Last 4 Digits SS# \_\_\_\_\_

**PHYSICAL DEMANDS: ■**

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle/Finger/Feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend/Stoop/Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (Check Frequency)				
<input type="checkbox"/> Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Board Approved: May 14, 1998  
Amended: September 23, 1999  
Amended: April 19, 2001  
Amended: April 21, 2016

